

## **APPENDIX S**

### **SUPERCARGOES**

A. The information provided below defines and prescribes assignment, duties, and responsibilities of supercargoes.

B. Supercargo personnel are an integral part of the ship's operational mission and are aboard ship for the express purpose of escorting unit cargo between the Port of Embarkation and the Port of Debarkation (POD).

1. The number of supercargo personnel carried aboard ships, without use of National Defense Waivers, is limited by International Safety of Life at Sea (SOLAS) convention capabilities of the ship. For those ships under United States (US) registry, this capability is further delineated by the Certificate of Inspection as issued by the US Coast Guard.

2. Supercargo capability of those US flag ships integrated into various Department of Defense deployment contingency programs is limited.

3. Allocation of supercargoes is determined by supporting Commander in Chief (CINC).

C. Units will use the following guidance when assigning supercargo.

1. One Officer in Charge (OIC) and/or Non-Commissioned Officer in Charge (NCOIC).

2. Personnel required for classified/sensitive cargo escort.

3. Adequate number of mechanics should be assigned based on the unit's equipment maintenance requirements.

D. Responsibilities.

1. The deploying unit will:

a. Provide requirements for supercargo to supporting CINC and/or the Military Sealift Command (MSC).

b. Identify and provide Temporary Additional Duty/Temporary Duty orders for those personnel assigned supercargo duties.

c. Coordinate with terminal operating unit for personnel consolidation and embarkation preparations.

d. Deliver supercargo to the port operator unit.

2. The terminal operating unit will:
  - a. Coordinate with unit or units for assignment of an OIC or NCOIC for the supercargo team, when more than one unit's cargo will be transported onboard ship.
  - b. Coordinate with the MSC port activity. If one has not been assigned, then coordinate with ship's master for timely, organized embarkation of the supercargo team.
3. The MSC port activity will:
  - a. Provide the terminal operating unit with number of supercargoes each ship can accommodate.
  - b. Coordinate with the terminal operating unit and ship's master for a shipboard meeting between OIC/NCOIC of the team and ship's master or his/her designated representative. This meeting will address or define:
    - (1) Lines of communication aboard ship.
    - (2) Daily shipboard routine and integration of team into ship's routine.
    - (3) Shipboard safety.
    - (4) Personal weapon security.
    - (5) Control and supervision of access to cargo spaces and individual unit equipment.
    - (6) Requirements for team participation and integration into SOLAS requirements aboard ship (i.e., fire and boat drills).
4. OIC and/or NCOIC. The OIC and/or NCOIC is responsible to the ship's master to:
  - a. Ensure good order and discipline, mission accomplishment, and proper administration of supercargo personnel.
  - b. Ensure required periodic cargo inspections and subsequent maintenance action are conducted in a safe and timely manner.
  - c. Coordinate supercargo routine and emergency duty station assignments with ship's master or designated representative.
  - d. Ensure adherence to shipboard regulations and ship master's policies.
  - e. Ensure shipboard safety practices are adhered to.
  - f. Ensure coordination with ship's officer prior to entering cargo spaces.
  - g. Ensure assigned personnel provide escort or surveillance contact for classified/sensitive cargo.

h. Ensure preparation of the logistics requirement (LOGREQ) establishing the type and extent of assistance required to remove deadlined or damaged equipment from the ship in a timely manner.

i. Establish supercargo duty roster.

j. Report to the terminal operating unit upon arrival at the Sea POD for further instructions or release to unit.

5. Ship's master will:

a. Through OIC and/or NCOIC, exercise command and control over the supercargo team.

b. Allocate berthing spaces and identify common areas authorized for use by supercargo personnel.

c. Ensure OIC and/or NCOIC coordinates all team activities with the ship master or designated representative.

d. Ensure individual weapons are properly secured while supercargo is embarked.

e. Ensure cargo space ventilation is activated and team members are provided with hand-held communication capability whenever entering cargo spaces.

f. Ensure shipboard department heads are briefed as to their roles in proper administration and carriage of the supercargo team.

g. Ensure supercargo team personnel are incorporated into ship's SOLAS plans and drills.

h. When requested by the OIC and/or NCOIC, ensure transmission of OIC's and NCOIC's LOGREQ message to port-receiving activity at the POD.

i. If and when circumstances dictate, provide MSC activity the following information by priority message: failure of a member of the supercargo team to maintain good order and discipline; to carry out shipboard regulation; or to execute legal orders issued by the master or his/her designated representative.

**THIS PAGE INTENTIONALLY LEFT BLANK**

## **APPENDIX T**

### **RAIL OPERATIONS**

A. This appendix addresses sourcing, inspecting, and loading of rail equipment to include type of trains, hazardous material (HAZMAT), security, unloading of equipment, and safety.

1. Rail Equipment. Rail cars will be sourced primarily from commercial carriers. The Defense Freight Railway Interchange Fleet (DFRIF) is an essential Department of Defense (DOD) Continental United States (CONUS) land transportation asset and is operated to supplement commercial transportation industry capability.

a. The DFRIF augments shipper service peacetime and mobilization freight movement requirements that cannot be adequately met by the commercial transportation system. It is limited to equipment that cannot be readily obtained from commercial railroads or other equipment when ownership is required to meet deployment time constraints.

b. The DFRIF consists of the following assets:

(1) Common-user flat and tank cars.

(2) Special purpose flat, tank, box, refrigerator, and caboose cars.

c. Transportation Officers (TOs) will report DFRIF rail car movements (receipt, loading, unloading, and shipment) to the Military Traffic Management Command (MTMC) Operations Center Rail Fleet Office at (757) 878-7465 or [dodx@mtmc.army.mil](mailto:dodx@mtmc.army.mil).

d. Commercial rail cars vary by carrier; however, there are three basic types:

(1) Open top cars (flatcars and gondolas).

(2) Closed cars (boxcars).

(3) Specialty cars (multi-level, caboose, heavy-duty, and trailer/container on flatcar).

2. Preloading.

a. When rail cars arrive on site, the TO performs a joint inspection with the railroad representative before cars are placed at the on-load site. Once the military accepts a rail car, units will comply with Association of American Railroads (AAR) rules and/or host nation (HN) rail rules. An additional inspection is made after cars are loaded to ensure compliance with Service directives and AAR loading rules, and/or HN rail rules.

b. Each rail car used to transport explosives must be inspected prior to loading to ensure compliance with 49 Code of Federal Regulations (CFR), Part 174.104, Division 1.1 or 1.2 (Class A Explosive) Materials, Car Selection, Preparation, Inspection, and Certification or HN rules.

### 3. Loading.

a. The AAR publishes loading rules that apply to the railroad, TO, and shipper. These rules are incorporated into military publications including, MTMC Transportation Engineering Agency (TEA) Pamphlet 55-19, Tie-Down Handbook for Rail Movements; and Field Manual (FM) 55-17, Cargo Specialist Handbook. Theater commanders will ensure all HN rail rules and regulations are followed. Both CONUS and HN railroad representatives can, and do, refuse to accept improperly loaded shipments. Rail cars must be loaded promptly to avoid demurrage charges.

b. All loads must be properly secured for movement in accordance with (IAW) military standards and shipper Service-loading drawings; plus comply with rail loading guidelines.

### 4. Types of Trains.

a. Carload. Individual cars or groups of cars moving in the carrier's regular train service. For planning purposes, use the average speed of 13 miles an hour or 312 miles per day.

b. Unit Trains. A unit train is an additional train operated by the carrier for its convenience to handle a large number of cars. The number of cars required to form a unit train will vary depending on the carrier's operating conditions. MTMC negotiates rates on unit train service with the rail carriers. The shipper usually receives a reduced rate for tendering so much business at one time, but is not entitled to exclusive use of the train. If the unit train is not carrying dimensional (high/wide) loads, use an average speed of 22 miles an hour or 528 miles per day. If the unit is carrying dimensional loads, use the carload speed for planning.

5. Hazardous Cargo. Shipments of ammunition, explosives, and other HAZMAT will be tendered for rail shipment IAW this regulation, Part II, Cargo Movement, DOD Component instructions, and DOD Deployment of Hazardous Materials Field Guide ([http://dsc.mtmc.army.mil/HAZMAT/table\\_of\\_guides.htm](http://dsc.mtmc.army.mil/HAZMAT/table_of_guides.htm)).

a. Shipment must not contain any combination of explosives or HAZMAT prohibited by DOT regulations from being loaded, transported, or stored together.

b. All items must be in good condition and marked IAW DOT and regulations.

c. Placards must be properly placed IAW DOT regulations.

d. Coordinate with Service representative (see this regulation, Part II, Cargo Movement, Chapter 204, Figure 204-4) for implementation of exemptions for HAZMAT movement. Exemptions to provisions of 49 CFR will be granted by DOT. Service representative will forward the request to MTMC, who will act as the DOD proponent with DOT for exemption request. MTMC will notify both Service focal point and requester of the results.

e. DOD Components and theater commanders, who have operational control of a specific location, operation, or exercise may waive DOD regulations for handling ammunition, explosives, and other HAZMAT. DOD Components and theater commanders can not waive

provisions of 49 CFR. Additionally, theater commanders cannot unilaterally waive HN regulations.

(1) Car Certificate. A carrier-provided, three-part car certificate will be used in connection with inspection of rail cars used for shipping Class 1 explosives IAW 49 CFR Part 174.104.

(2) Seals. Rail cars used for shipment of explosives and other HAZMAT must be properly sealed and the Bill of Lading annotated. When Class 1 explosives are shipped the rail car must be:

(a) Sealed with a Service-approved shipper seal.

(b) Sealed with a wire twist or other locking device as required by sponsoring shipper service.

f. Security. When deploying units ship sensitive or classified material by rail, commanders may be required to provide guards or escorts. For shipments other than sensitive and/or classified material, guards will be provided at the commander's discretion. See this regulation, Part II, Cargo Movement, Chapter 205, Figure 205-1 for sensitive material risk categories and proper security requirements.

B. Unloading Rail Cars. Rail cars must be unloaded promptly at destination to preclude unnecessary payment of demurrage charges. CONUS tenders usually allow 48 hours free time for unloading commercial rail cars. DOD-owned cars will not be detained by TOs more than 10 days without prior approval of the DFRIF manager. Blocking, dunnage, and banding must be removed from unloaded rail cars before releasing to the carrier.

C. Safety. Safety considerations are paramount throughout all phases of rail operations, with safety briefings given prior to all operations. Examples of safety concerns include:

1. Guiding vehicles on and off rail cars.
2. Proper safety equipment; e.g., gloves, goggles, safety boots.
3. Proper tension for tie-down equipment.
4. Standing and/or riding on rail car after load is secured.
5. Walking between rail cars.
6. Standing on rail car or equipment after loading.

**THIS PAGE INTENTIONALLY LEFT BLANK**



## **APPENDIX U**

### **PORT AUGMENTATION**

#### **A. Outside Continental United States (OCONUS)**

1. The supported Joint Force Commander (JFC) Outside Continental United States (OCONUS) must ensure transportation requirements and priorities are clearly understood by the United States Transportation Command (USTRANSCOM), its transportation components, supporting JFCs, and other key members of the deployment community. While developing requirements and priorities, the JFC must ensure the movement control system will be ready to coordinate movement to the port of embarkation and strategic lift with USTRANSCOM. During execution, the supported JFC is responsible for establishing available movement control organization and for assuring this organization is provided with reliable communication.

2. When the supported JFC deploys with forces from the Continental United States (CONUS) to OCONUS theaters, the establishment of the Departure Airfield Control Group (DACG), Port Support Activities (PSAs), and movement control for deployment is the responsibility of the deploying JFC, in coordination with USTRANSCOM. Once in OCONUS Area of Operations (AO), the supported JFC establishes the required Arrival Airfield Control Group and movement control activities to facilitate onward movement of forces and equipment.

3. When the supported JFC is deployed in the AO, the establishment of DACGs, PSAs, and movement control activities within CONUS is the responsibility of the designated supporting JFC.

#### **B. CONUS/OCONUS**

1. Aerial ports of embarkation/debarkation will follow installation support, reception, and deployment/redeployment plans to receive and move units via air movement with the following exception. When not the installation host, the aerial port will be responsible for providing technical expertise and materials handling equipment operators only. Units are responsible for providing trained load teams, unit load plans, etc., as stated in Chapter 302. For in-place aerial ports with requirements greater than the port capability, augmentation will be requested from the Tanker Airlift Control Center. Security of sensitive and classified cargo greater than the capability of the port, as determined by the port commander, will be the responsibility of the host installation. Aerial port support of airlift functions will not be hindered by additional base support requirements.

**THIS PAGE INTENTIONALLY LEFT BLANK**

## APPENDIX V

### **PERMITS FOR OVERSIZE, OVERWEIGHT, OR OTHER SPECIAL MILITARY MOVEMENTS ON PUBLIC HIGHWAYS IN THE UNITED STATES**

#### A. General.

1. This appendix supersedes Air Force Joint Instruction 24-216/AR 55-162/DLAR 4540.8/MCO 4643.5C/ OPNAVINST 4600.11D, Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States, and AR 55-29 Military Convoy Operations in CONUS.

2. Authority is established by Department of Defense (DOD) Directive 4510.11, DOD Transportation Engineering, which assigns to the DOD agent the responsibility to ensure effective cooperation between DOD, Department of Transportation (DOT), and State Departments of Transportation in matters pertaining to defense use of public highways.

#### B. Movement of Oversize/Overweight Military Vehicles and Other Special Military Movements. This appendix sets forth policies, procedures, and administrative requirements for:

1. Safe and efficient movement of oversize/overweight military vehicles and other special military movements, include convoys on public highways in the Continental United States (CONUS).

2. Obtaining convoy movement orders and securing civil permits for oversize/overweight vehicles.

3. Other special movements and procedures for obtaining logistical support for all movements.

C. Applicability. These procedures apply to all DOD elements, both active and reserve components, traversing public highways in CONUS, Alaska, Hawaii (HI), District of Columbia (DC), Puerto Rico, United States (US) Virgin Islands, and Guam. The Mobilization Movement Control (MOBCON) program addressed herein does not provide for Defense Movement Coordinators (DMCs) in HI, Puerto Rico, US Virgin Islands, and Guam. See this regulation, Part II, Cargo Movement, for hazardous materials (HAZMAT) procedures and DOD Deployment of Hazardous Materials Field Guide ([http://dsc.mtmc.army.mil/HAZMAT/table\\_of\\_guides.htm](http://dsc.mtmc.army.mil/HAZMAT/table_of_guides.htm)).

D. The following regulations identify specific operational procedures related to the safe and efficient movement of military motor vehicles on public highways:

1. AR 190-5/DLAR 5720.1/MCO 5110.1C/OPNAVINST 11200.5C, Motor Vehicle Traffic Supervision.

2. AR 385-55, Prevention of Motor Vehicle Accidents (Department of the Army only).

#### E. Policies.

1. DOD policy requires movement of oversized, overweight vehicles and/or cargo (i.e., M1A1 tank, etc.) by alternate modes (other than highway) or commercial carriers whenever possible.
2. Vehicular movements exceeding legal limitations or regulations, or subjecting highway users to unusual hazards, will not be made over public highways, bridges, tunnels, and toll facilities without prior approval of State, local and/or toll authorities who directly control such facilities. The military Service will bear all costs of securing permits, exclusive of tax charges.
3. In an emergency, coordination with State and local permit officials should be effected through telephone contact and facsimile to acquire permits. This is particularly critical for oversize/overweight shipments.
4. Permits requested by units on DD Form 1266, Request for Special Hauling Permit (Figure V-1), are required for movement of HAZMAT only when the shipment is oversize/overweight. For MOBCON users, DD Form 1265, Request for Convoy Clearance (Figure V-2) may be used in lieu of DD Form 1266 at the discretion of the Transportation Officer (TO)/Mobility Officer (MO) and DMC.
5. The American Association of State Highway and Transportation Officials Guide for Maximum Dimensions and Weights of Motor Vehicles and for the Operation of Nondivisible Load Oversize and Overweight Vehicles, Chapter 4.00, titled National Defense, indicates DOD (includes Service authorities listed in the directory mentioned in paragraph 6. of this section) will be the sole certifying agency during peace time for all movements essential to national defense by any national agency. Defense highway movements will not be determined essential solely as a matter of convenience. During a national emergency, movements essential to the national defense, not under direct control of DOD agencies, would be certified by the emergency transportation authority.

<b>REQUEST FOR SPECIAL HAULING PERMIT</b>			1. CONVOY NUMBER		2. UIC		3. DATE (YYMMDD)		
<b>SECTION I – GENERAL</b>									
4. ORGANIZATION			5. STATION			6. DATE OF MOVEMENT (YYMMDD)			
						a. STARTING		b. COMPLETION	
7. POINT OF ORIGIN				8. DESTINATION					
9. ARRIVAL AT STATE LINES				10. ROUTING (Stipulate US Routes, State Routes, etc.)					
a. DATE (YYMMDD)		b. TIME	c. STATE LINE						
11. ESCORT REQUIREMENTS									
<b>SECTION II – VEHICLE AND LOAD DATA</b>									
DESCRIPTION a.		TYPE (2-ton, etc.) b.	NO. OF VEHICLES c.	REGISTRATION NUMBER d.	HEIGHT e.	WIDTH f.	LENGTH g.	WEIGHT h.	
12. VEHICLE									
(1) TRUCK								(Empty)	
(2) TRUCK-TRACTOR								(Empty)	
(3) TRAILER								(Empty)	
(4) SEMI-TRAILER								(Empty)	
(5) OTHER (Specify)								(Empty)	
13. LOAD									
14. OVERALL (Vehicle and load)									
15. DESCRIPTION OF LOAD (Brief general description: Organization impediments, etc.) (Within security limitations)									
16. LOAD OVERHANG									
a. FRONT		b. REAR		c. LEFT SIDE			d. RIGHT SIDE		

DD FORM 1266, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, /WHS/DIOR, Sep 98

**Figure V-1. DD Form 1266, Request for Special Hauling Permit**

17. NUMBER OF AXLES	<input type="text"/> 1 A	<input type="text"/> 2 B	<input type="text"/> C	<input type="text"/> D	<input type="text"/> E	<input type="text"/> F	<input type="text"/> G	<input type="text"/> H	
	AXLE 1 a.	AXLE 2 a.	AXLE 3 b.	AXLE 4 c.	AXLE 5 d.	AXLE 6 e.	AXLE 7 f.	AXLE 8 g.	TOTAL i.
18. NUMBER OF TIRES									
19. TIRE WIDTH (Inches)									
20. TIRE SIZES									
21. AXLE LOAD (Empty)									
22. AXLE LOAD (Loaded)									
23. AXLE SPACING (See Item 17 for Identification)	A Spacing	B Spacing	C Spacing	D Spacing	E Spacing	F Spacing	G Spacing	H Spacing	
24. REMARKS									
25. MOVEMENT BY HIGHWAY IS									
<input type="checkbox"/> ESSENTIAL TO NATIONAL DEFENSE <input type="checkbox"/> IN THE INTEREST OF NATIONAL DEFENSE									
26. REQUESTING AGENCY					27. APPROVING AGENCY				
28. REQUESTED BY					29. APPROVED BY				
a. NAME (Last, First, Middle Initial)					a. NAME (Last, First, Middle Initial)				
b. GRADE		c. TITLE			b. GRADE		c. TITLE		
d. SIGNATURE			DATE (YYYYMMDD)		d. SIGNATURE			e. DATE (YYYYMMDD)	
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><b>GENERAL:</b></p> <p>DD Form 1266, "Request for Special Hauling Permit" will be used to obtain special hauling permits for the movement of over-size/overweight vehicles over public highways when accompanying a convoy or when traveling separately.</p> <p>This form, in duplicate and accompanied by letter of transmittal, will be forwarded through the local transportation officer so as to reach the appropriate headquarters not less than ten (10) working days prior to the starting date of the movement. Letters of transmittal will contain complete itinerary and explanation of the movement. One (1) letter of transmittal is sufficient when several DD Forms 1265 and 1266 involving one (1) movement are forwarded to the appropriate headquarters.</p> <p>In cases where bona-fide emergencies exist, the information contained in this form and DD Form 1265 may be transmitted to the appropriate headquarters by telephone or electronic transmission. In this event, reference will be made to item numbers in the sequence in which they appear on the forms. Items, which do not apply, will be so indicated.</p> </div> <div style="width: 48%;"> <p><b>INSTRUCTIONS</b></p> <p><b>SPECIFIC</b></p> <p>Item 12.a, b., c., and d. – Complete nomenclature of vehicles involved. More than one unit may be included, provided units are identical in equipment, load characteristics, routing and movement date. Total number of units shall be indicated prominently.</p> <p>Item 12.e. – Note all units other than standard highway vehicles; road equipment, guns, etc.</p> <p>Item 2.d. – Indicate the registration number for each unit or combination of units. Use additional page if required.</p> <p>Item 17 – Indicate appropriate number of axles by inserting number in proper circles. Block out circles not applicable.</p> <p>Item 24 – For movement through the District of Columbia, include name of manufacturer of equipment.</p> </div> </div>									

DD FORM 1266 (BACK), SEP 1998

Figure V-1. DD Form 1266, Request for Special Hauling Permit (Cont'd)

REQUEST FOR CONVOY CLEARANCE		1. CONVOY NUMBER		2. UIC		3. DATE (YYYYMMDD)	
SECTION I – GENERAL							
4. ORGANIZATION		5. STATION		6. CONVOY COMMANDER			
7. PERSONNEL STRENGTH		8. POINT OF ORIGIN		9. DESTINATION			
a. OFFICER	b. ENLISTED						
10. DATE AND TIME	a. DEPARTURE	b. ARRIVAL	11. RATE OF MARCH				
SECTION II – CONVOY COMPOSITION							
12. NUMBER OF EACH TYPE OF VEHICLE AND DESCRIPTION <i>(Include towed equipment)</i>							
13. TOTAL NUMBER OF VEHICLES	14. NUMBER OF OVERSIZE/OVER WEIGHT VEHICLES	15a. NO. OF SERIALS	b. TIME INTERVAL	16a. NO. OF MARCH UNITS	b. TIME INTERVAL		
SECTION III – ROUTE DATA							
17. PROPOSED ROUTING <i>(Indicate US Routes, State Routes, etc.)</i>							
18. ETA AND ETD AT STATE LINES, MAJOR ROAD JUNCTIONS, MAJOR BRIDGES AND TUNNELS, METROPOLITAN AREAS AND OVERNIGHT HALT SITES <i>(Continue on a separate sheet if additional space is required)</i>							
a. LOCATION		b. ETA	c. DATE (YYYYMMDD)	d. ETD	e. DATE (YYYYMMDD)		
SECTION IV – LOGISTICAL DATA							
19. BRIEF GENERAL DESCRIPTION OF CARGO <i>(Brief general description; i.e., organization impediments, etc.) (Within security limitations)</i>							

**Figure V-2. DD Form 1265, Request for Convoy Clearance**





6. DOD elements authorized to act as representatives of their respective Services to secure permits for oversize/overweight vehicular movements involving other than commercial carriers are listed in the Military Traffic Management Command (MTMC) Transportation Engineering Agency (TEA) Directory of Highway Permit and MOBCON Officials. This directory is updated biannually. Representatives will determine whether highway movement is essential to national defense and will make all necessary requests for permits and certification of mission critical need to the state authorities involved.

F. Limitations.

1. Limitations on dimensions, weight, and/or other characteristics of vehicular movement over roads and bridges are necessary to ensure safe passage and prevent damage to highway infrastructure. Other limitations, including hours of movement for oversized, overweight, or other shipments, are predicated on traffic congestion periods and hazardous operating conditions. Limitations are determined by each state and can vary considerably.

2. State laws or local ordinances preclude movement of vehicles over public highways that exceed any legal limitations without prior permission from the state or states concerned.

G. Responsibilities. In addition to the following general responsibilities, see paragraphs H and I below for codified procedures for each type of movement.

1. The military Services and other DOD Components will:

a. Advise the Commander, MTMC, of their respective positions concerning permit procedures and other highway special defense use matters.

b. Ensure movement of military vehicles on public highways is safe, efficient, and in compliance with federal/state laws and local ordinances.

c. Keep the Commander, MTMC, advised of officially designated representatives authorized to request permits and certify military necessity of vehicular movements to ensure the Directory of Highway Permit and MOBCON Officials is up to date.

d. Provide necessary justification and essential cargo data to MTMC area representatives when highway movements are planned by commercial carrier and when the carrier requires assistance in acquiring highway permits.

e. Ensure military units use DD Form 1265 (Figure V-2) and/or DD Form 1266 (Figure V-1) to provide oversize/overweight and convoy movement requirements data in a timely manner to military transportation authorities (TO/MO, DMC, or Motor Transport Officer, etc.).

2. The Commander, MTMC, through MTMCTEA, and as designated by Commander, United States Transportation Command (USTRANSCOM), is the DOD executive agent in public highway matters and will:

a. Coordinate highway policy and related matters, including special defense use of public highways, and maintain direct communication liaison with representatives of the military services, other DOD Components, and civil authorities.

b. Take necessary action to resolve denial of permits including coordination with the DOD Component Headquarters (HQ).

c. Maintain and distribute the Directory of Highway Permit and MOBCON Officials. The directory is composed of the names of individuals in each State to contact for permits, together with a list of officials within DOD who are authorized to request permits. The directory also contains guidelines on limitations of the dimensions and weights of vehicles using public highways. Copies of the directory are furnished to all listed officials and upon request.

d. Take action to resolve civil highway issues.

e. Coordinate the policy/interface of the MOBCON program with the civil authorities, resolve coordination problems, and identify state executive-level MOBCON counterparts/points of contact.

f. Serve as the military focal point for coordination of the Emergency Highway Traffic Regulation program with the Federal Highway Administration, the states, and defense components.

3. The MTMC Operations Center will:

a. Determine military essentiality of a highway movement by commercial carrier based on declaration received from the military shipper and evaluate the capability of transportation modes, other than highway, to support the military mission.

b. Conduct primary liaison for commercial carrier movements with State and/or other highway regulatory authorities and request permits, when it is determined movement by highway is essential to national defense.

4. The Director of Force Project and Distribution, Office of the Deputy Chief of Staff for Logistics, as staff TO for Headquarters, Department of the Army (DA), will:

a. Coordinate the Army position with the Commander, MTMC, concerning permit procedures and highway matters related to oversize, overweight movements, or other special Army movements on public highways in the US

b. Exercise general staff supervision and perform such duties necessary to ensure lawful, safe, and efficient operation of Army vehicle movements.

c. Maintain oversight of MOBCON program.

d. Develop techniques for improvement of Army convoy operations and coordinate them with DA staff elements, US Army Forces Command (FORSCOM), and MTMCTEA.

e. Coordinate with DA, Deputy Chief of Staff, Operations to activate the State Movement Control Center (SMCC) to support contingency operations, mobilization, and deployment.

5. Commanding Generals of FORSCOM, US Army Training and Doctrine Command (TRADOC), Army Materiel Command, Military District of Washington, US Army Reserve Command, and the State Adjutants General for the Army National Guard (ARNG) will:

a. Ensure installations or activities under their jurisdiction, which originate convoys, obtain movement orders from the DMC in advance of the movement. Additionally, ensure planned movements comply with civil laws, regulations, and local ordinances pertaining to oversize, overweight, or other special military movements over public roads.

b. Upon request, designate installation(s) to provide logistic support for en route military convoys. This support is predicated on available resources and normally will consist of billeting and mess facilities for overnight stops at military installations, approved bivouac sites, medical support, re-supply of petroleum, oil, and lubricants, and emergency repairs.

c. Ensure each active Army installation maintains a 24-hour point of contact (with telephone number) where police or convoy personnel may call for emergency medical, wrecker, and mortuary service or to report casualties. Personnel manning this telephone will be familiar with procedures for obtaining emergency assistance from designated installations. This service will be coordinated with installations of other military services located within the geographical areas of their command as listed in AR 5-9, Area Support Responsibilities.

6. Commanding General, FORSCOM, will develop procedures for control of convoys moving in CONUS. Upon any level of mobilization, all convoy operations will be conducted in accordance with procedures published in FORSCOM/ARNG Regulation 55-1, Unit Movement Planning. These procedures, at a minimum, will provide the following:

a. Mobilization and deployment guidance on the conduct and control of Army road marches.

b. CONUS convoy movement control policies.

c. Policy for execution/operation of MOBCON.

d. Responsibilities of the Continental United States Army Commanders and SMCC in the operation of the MOBCON system.

e. Resolve conflicts regarding convoy operations that cannot be resolved by Continental United States Army.

7. Commanding General, TRADOC, will establish peacetime training guidance to support the required FORSCOM MOBCON system and guidance established in FORSCOM/ARNG

Regulation 55-1. To fully train for rapid, efficient mobilization and deployment, all peacetime convoy operations should be conducted in accordance with mobilization standards. The commander will establish procedures to meet this goal without degrading day-to-day logistics operations.

8. Director, ARNG will:

- a. Implement and manage day-to-day operational MOBCON procedures.
- b. Ensure each state area command (STARC) consistently accomplishes certifications of essential need.

9. State Adjutants General will:

- a. Appoint a DMC and establish an SMCC for the purpose of receiving and approving ARNG, United States Army Reserve (USAR), and active component convoy movements on public highways. Within the SMCC, the DMC will schedule and deconflict requests for convoy movements to ensure convoy movements conform to federal, state, and local laws.
- b. Require all convoy movement requests over public highways be submitted on DD Form 1265, (Figure V-2) through channels to provide adequate processing time in advance of the movement. Reserve component units will submit requests 45 days prior to movement. Active components will submit requests 10 days prior to movement. Convoys including oversize and/or overweight vehicles will have a DD Form 1266, (Figure V-1) for each oversize, overweight vehicle, attached to the DD Form 1265.
- c. Provide an automated convoy movement order (CMO) to commanders of installations, ARNG, or USAR convoys originating within the state.

10. The DMC appointed by each State Adjutant General is located at the SMCC and is the single approving authority for active Army components/Army Reserves, Reserve Officer Training Corps, and National Guard for highway permits and convoy clearance requests. Other military services may elect, if approved by the DMC, to use the MOBCON program in their respective states. The DMC will:

- a. Develop, in coordination with the State Highway Department, a state highway network database which will identify:
  - (1) Routes suitable for convoy use with speed and route selection factors designated for each.
  - (2) Route restrictions for weight, height, width, length, and cargo type.
  - (3) Convoy rest areas and vehicle capacity and use restrictions on each.
  - (4) Locations and access routes to and from DOD installations within the state; such as Armories, Reserve Centers, active installations, training areas, etc.

(5) Air and sea ports and major railroading facilities.

(6) Safe havens.

(7) Logistic support facilities for fuel, maintenance, subsistence, billeting, etc., necessary to support convoy operations.

b. Receive requests for convoy movement from Army, USAR, and ARNG units originating convoys within the state. Approve, schedule, deconflict, and provide a CMO for all convoys that comply with civil laws and military regulations.

c. Direct and coordinate all Army highway movements within the state and movements of other Services upon request.

d. Monitor military highway movements and provide planning, execution, and visibility data upon request.

e. Provide training and assistance upon request to units conducting convoy operations within the state.

f. Act as the senior Army representative in each State Emergency Highway Traffic Regulation organization.

g. Receive requests for special hauling permits, verify validity, ensure alternative means of movement are not available, and coordinate with state, local, and toll authorities to obtain civil permits necessary for requested move.

h. Maintain current information concerning any special restrictions and/or regulations applicable to bridges, tunnels, and highways within CONUS.

i. Certify movements essential to national defense, when necessary, to meet unit mission requirements, and alternative means of transport are not available when requesting unit provides justification.

11. Army CONUS installations commanders will:

a. Ensure the TO provides information to the DMC to obtain permits required for commercial and/or noncommercial military movements originating within the logistical area of responsibility.

b. Ensure all convoy operations are efficient, safe, and in compliance with local ordinances and State/Federal laws.

12. Air Force, Navy, and Marine Corps commanders of CONUS installations may, with STARC approval, use the DMC to process their convoys. Air Force, Navy, and Marine Corps commanders of CONUS installations who do not use the state DMC for convoy approval will designate a convoy approval authority who will:

a. Receive, validate, and approve DD Form 1265, (Figure V-2) and DD Form 1266, (Figure V-1).

b. After coordinating with state highway officials, approve valid requests, assign a convoy control number, provide special instructions necessary for safe and efficient operation of the convoy, and monitor convoy operations.

13. Convoy commanders will:

a. Conduct a reconnaissance of the requested route, if necessary.

b. Submit requests for movement and civil permits to arrive at the approval authority in accordance with paragraph G.9.(b). Convoy Commanders of other Services are required to submit requests within 30 days of movement.

c. Verify drivers are properly licensed and vehicles are inspected for safe operation prior departure.

d. Enforce safe driving rules and traffic regulations on missions under his/her control (See AR 190-5/DLAR 5720.1/MCO 5110.1C/OPNAVINST 11200.5C, Motor Vehicle Traffic Supervision.)

e. Cooperate with civil authorities to enforce traffic laws, rules, and regulations in consonance with the limitations described in 18 U.S.C. § 1385, Use of Army and Air Force as Posse Comitatus. (For Army also see AR 190-5.)

f. Ensure explosives and HAZMAT are properly secured and all cargo and vehicles are inspected and placarded in accordance with 49 Code of Federal Regulations (CFR), Part 396, Section 396.3, Inspection, Repair, Maintenance/396.11 Driver Vehicle Inspection Reports. Inspection findings will be recorded on DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Materials) (Figure C-4). A DD Form 836, Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles/Containers or Vessels, (Figure C-3) will be completed for each organic vehicle transporting explosives and HAZMAT. Additional information regarding the shipment of HAZMAT can be found in this regulation, Part II, Cargo Movement, Chapters 204 and 205.

g. Ensure maintenance support is provided for the convoy.

h. Conduct an orientation/safety briefing prior to convoy departure. This briefing will stress compliance with designated route and time schedule and prevailing state or local traffic laws, rules, and regulations, including traffic signals and other control devices, except where preempted by civilian police authority.

i. Designate an advance party to precede the convoy and arrange for police escort at approaches to metropolitan and congested areas.

j. Maintain operational control and supervision over the convoy while en route.

k. Ensure compliance with instructions contained in orders.

l. Prepare convoy commander's report, if required, by a DMC or convoy approval authority. (For Army see FM 55-15 Transportation Reference Data.) For MOBCON users, submit en route progress reports when required by the CMO.

m. Ensure compliance with provisions of this regulation and AR 385-55 (for Army only) during convoy operations.

#### H. Oversize/Overweight Movements Involving Commercial Carriers.

1. Generally, commercial carriers will acquire oversize/overweight permits. Problems regarding permit approval or certification as essential to national defense should be referred to the MTMC Operations Center, Commercial (757) 878 8540 or DSN 927-8540. All oversize and overweight freight shipments must be processed and awarded under Spot Bid. Those TOs who are unable to use the Spot Bid program (due to system outages or other technology problems) must process their oversize and overweight shipments through the MTMC-OPC.

2. The following information should be furnished with request for MTMC assistance for certification for commercial highway movement essential to national defense:

a. General.

(1) Reasons why defense requirements cannot be met using other modes of transportation.

(2) Shipping characteristics and additional cost if size and/or weight of the vehicles and/or load can be reduced. Sufficient cost data should be provided so MTMC can conduct an economic analysis to support national defense requirements.

(3) Reasons why size and/or weight of the vehicle and/or load cannot be reduced.

(4) Impact if requested delivery date is not met.

(5) Additional information considered helpful for MTMC movement support.

b. Supporting data. Type of equipment or cargo (within security limitations) include: (a) name and overall weight and dimensions of commodity, (b) manufacturer's name, (c) pertinent accessories, (d) gross weight, (e) axle loads and spacing, and (f) height, width, and length of loaded and unloaded vehicles.

c. Origin, destination, and proposed date and time of movement.

#### I. Oversize/Overweight Movements Involving Other-than commercial carriers, i.e., DOD vehicles:

1. DOD elements authorized to act as representatives of their respective Services in securing permits for oversize/overweight movements involving other than commercial carriers are listed

in MTMCTEA's Directory of Highway Permit and MOBCON Officials. These representatives will determine whether highway movement is essential to national defense and make all necessary requests for permits and certification of essential need to state authorities.

2. Designated representatives will coordinate and arrange for formal agreements, including certifications with state and local civil authorities, for recurring oversize, overweight, or other special movements of military-owned and operated vehicles within a limited area. Upon completion of agreements, local military representatives will ensure movements will be made in accordance with the blanket permit. A copy of the agreements will be furnished to local military and state officials and to the following organizations:

- a. For the Air Force -- Headquarters USAF/ILTT, 1030 Air Force Pentagon, Washington DC 20330-1030
- b. For the Army -- Director, MTMCTEA, Attn: MTTE-SA, 720 Thimble Shoals Blvd., Suite 130, Newport News VA 23606-4537
- c. For DLA -- Director, Defense Logistics Agency, Ft Belvoir VA 22060-6221.
- d. For the Marine Corps -- Headquarters USMC Installations & Logistics (LFT), Washington DC 20380-1775
- e. For the Navy -- Headquarters, Naval Facilities Engineering Command, (Code SRL) 1322 Patterson Ave., SE, Suite 1000, Washington, D.C. 20374-5065.

3. When an oversize/overweight permit is required for a DOD movement by noncommercial carrier, the shipping activity will furnish to the authorized military representative a DD Form 1266 on the desired movement. (See paragraph I.1. above.) The completed DD Form 1266 will furnish all information required for the authorized military representative to negotiate with the designated State representative for a permit. In addition, reasons will be given as to why any oversize or overweight vehicle and/or load cannot be reduced, and why another mode of transportation is not feasible. For urgent requests, DD Form 1266 can be transmitted by facsimile. (See Figure V-1.)

4. The authorized military representatives/DMC will, when contacting state representatives concerning oversize, overweight, or other special vehicular movements, furnish information necessary to make a reasonable evaluation of impacts the movement will have on highway facilities. Forwarding the information to the state representative in adequate time for a thorough evaluation of routes and/or structures being traversed. Information provided will include, but not be limited to the following:

- a. Equipment type, with the manufacturer's name (if available), pertinent accessories, gross weight, axle and truck loads and spacing; plus height, width, and length of loaded and unloaded vehicle.
- b. Origin and destination of movement.
- c. Proposed date and time of movement.



d. Nature of cargo (within security limitations.)

5. If state authorities require defense highway movements by noncommercial carrier to be certified as essential to national defense, the military representative will make such a determination based on information supplied by the shipping activity. Normally, information required for a commercial movement (see paragraph H, above) is sufficient for such a determination on a noncommercial movement. Certifying the move as essential to national defense is a means to inform regulatory authorities of its importance and afford maximum flexibility in approving the permit. However, it must be recognized infrastructure and/or physical capability will ultimately control issuance of permits. Movements will be certified as essential only after a clear detrimental impact on the military mission is established if a highway movement is not accomplished.

J. General Convoy Operations.

1. Unless prohibited by state or local law, the following procedures will be implemented by all DOD Components. DA also will comply with FORSCOM/ARNG Regulation 55-1, through MOBCON program and DMC. All Army convoys will be processed through the MOBCON software. Paragraph L, below, addresses Army Convoys.

2. Safety Equipment and Procedures.

a. To ensure maximum visibility, convoy vehicles will use low beam headlights while moving on public highways. When halted on road shoulders, vehicles equipped with amber flashing lights and/or emergency systems will also operate these lights. Refer to Rotating Amber Warning Lights System for requirements for first and last vehicles of a convoy (AR 385-55).

b. While moving at night or during periods of reduced visibility, the lead and rear convoy vehicles and those oversize and overweight vehicles separated from the main body and moving by infiltration, will operate hazard lights.

c. Convoy vehicles will display an "L" shaped symbol composed of a vertical strip, 12 inches long and two inches wide, and a horizontal strip, 12 inches long and two inches wide using red reflective paint, tape, or other reflective material placed at the lower rear corners of the vehicles (see Figure V-4). If paint is used, it may be applied directly to the vehicle surface or to the surface of removable backing material. The length and placement of strips applied to the rear of small vehicles or towed equipment may be governed by the available flat surface or visibility characteristics of the vehicles. See 49 CFR Part 571.108 Standard No 108; Lamps, Reflective Devices, and Associated Equipment, for specific marking instructions. Additionally, convoy commanders will comply with all precautionary measures required by state or local authorities. Vehicles traversing roadways during a deployment must comply with all safety standards. However, vehicles shipped rather than driven may have reflective markings removed according to deployment orders.

d. Convoy vehicles will operate with minimal interference to the normal flow of traffic. When possible, convoys and oversize/overweight vehicles will avoid metropolitan areas during morning and evening peak traffic periods, or during other traffic periods specified by highway authorities. Convoys should be routed around urban, residential, and commercial areas

whenever possible. Use of available belt routes is encouraged. If night movement or travel during peak traffic periods is considered essential, submit full justification with the convoy clearance request.

e. Parking on the shoulders of controlled-access highways or wide median areas is prohibited. The individual making the reconnaissance will determine if the parking area at each rest area site is sufficient to accommodate the number of vehicles in the convoy, which will also leave a reasonable number of spaces for other traffic using the facility.

3. Convoy Identification. Lead or rear convoy vehicles will display warning signs reading “CONVOY FOLLOWS” and “CONVOY AHEAD” (See Figure V-6). A sign reading “CONVOY COMMANDER” will be used when the convoy commander deems it necessary to identify the commander’s vehicle to traffic. Signs prepared in this manner will provide a high visual signal to approaching vehicle operators, both day and night. Convoy signs may be applied to unpainted aluminum, exterior grade plywood, or galvanized steel, and will be designed and prepared in accordance with the following:

a. Legend of “CONVOY FOLLOWS” will be eight inches by 50 inches with a 3/8-inch-wide border inserted 3/8 inch from the sign's edge. The legend will be four inches high, on one line.

b. Legend with “CONVOY AHEAD” or “CONVOY COMMANDER” (Figure V- 6) will be 16 inches by 50 inches with a 3/8-inch-wide border inserted 3/8 inch from the sign's edge. Legend will be five inches high, on two lines.

c. Reflective paint will meet General Services Administration (GSA) specifications.

d. Both signs will have the same color combination. Background for signs will be yellow reflex-reflective paint or sheeting. Legend and sign border will be black non-reflective material with opaque inks compatible with base material.

4. Speed. Convoy speeds will comply with posted minimum/maximum speed limits or those established by State law for commercial truck traffic. Vehicles unable to maintain posted minimum speed will be routed over an alternate uncontrolled access road. Vehicles will operate in a safe and efficient manner and will not exceed the vehicle speed specified in operator manuals.

5. Hours of Operation for Drivers. Convoy drivers will be given an opportunity for eight hours of rest for each 10 hours of driving within a 24-hour period. Rest periods will commence 12 hours prior to departure of the convoy. Convoy commanders will ensure driving periods are equally distributed between primary and assistant drivers. Every effort will be made to ensure the relieved driver obtains sufficient rest. Except in justified emergencies, convoys will not be on the roadway for more than 12 hours in a 24-hour period.

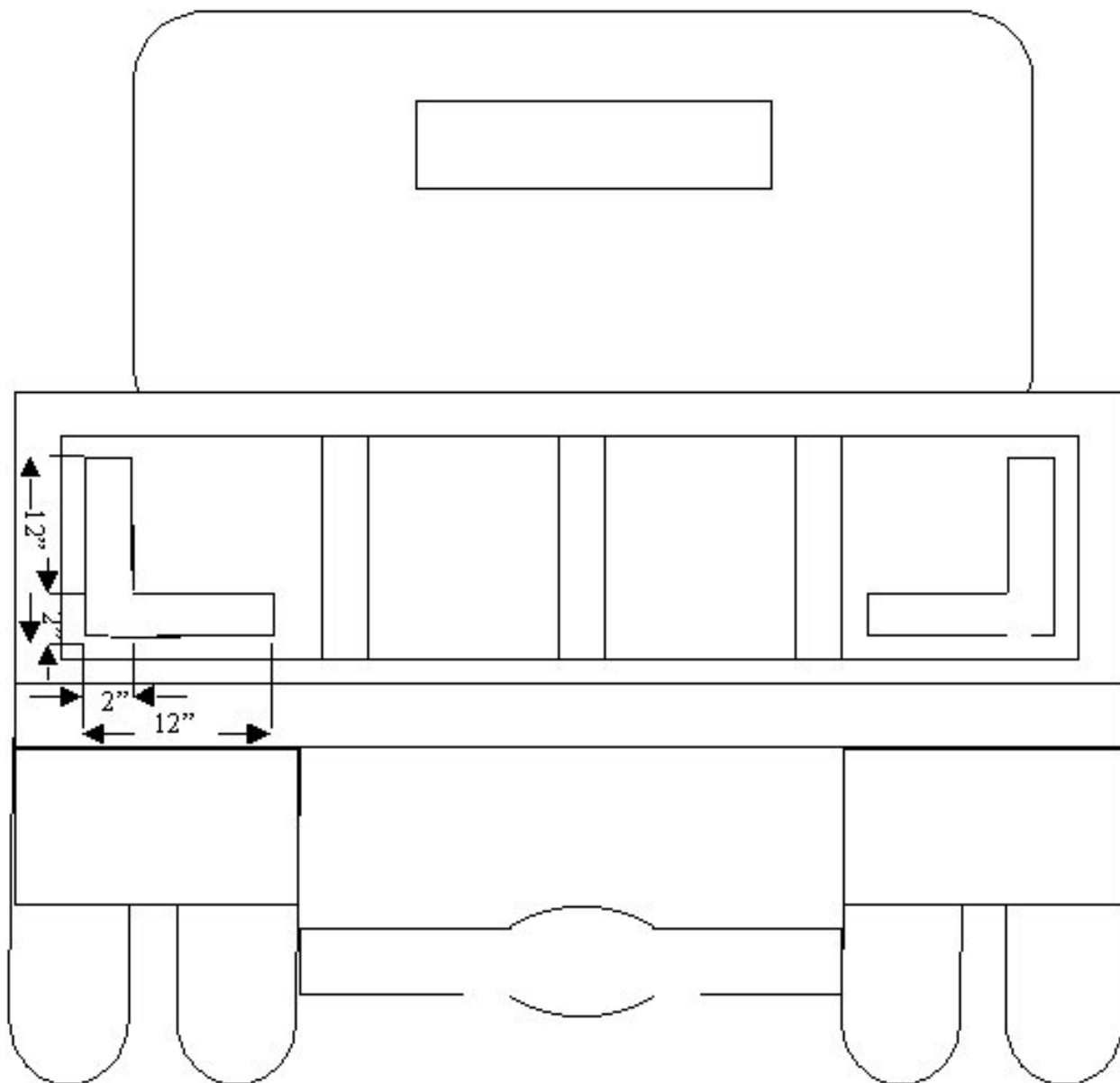
6. Driver Qualifications. Only personnel qualified to operate the vehicle to which they are assigned will be permitted to drive in a military convoy. All drivers will have a current Optional Form 346, US Government Motor Vehicle Operator’s Identification Card, in their possession, indicating their driving qualifications. Exemption from the Commercial Driver's License

requirement is granted by Public Law 99-570, Commercial Driver's License Program, for military personnel on official business and in uniform. (For Army see paragraph L.2.(a) for information pertaining to licensing drivers for heavy vehicles, fuel tankers, and passenger vehicles.)

7. Assistant Drivers. Assistant drivers will not sleep during vehicle operation and will be alert at all times.

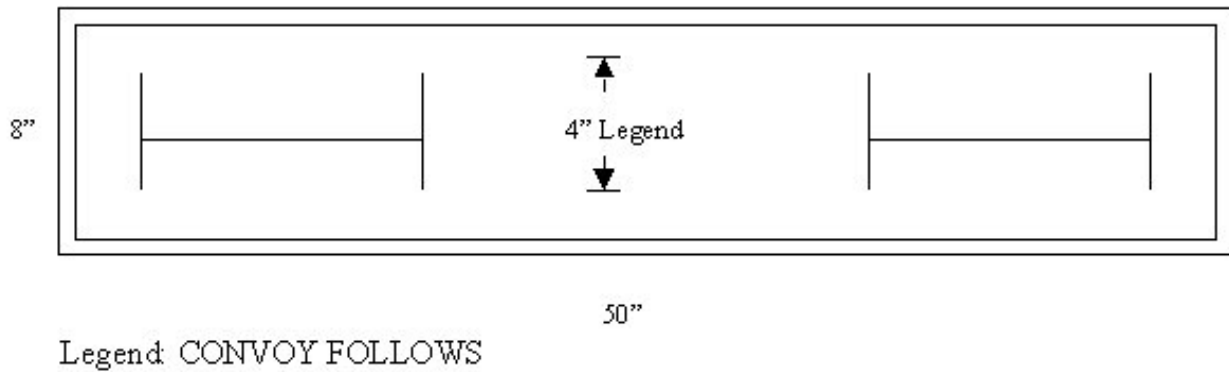
8. En Route Reports. Convoy commanders will provide reports as required by the convoy approval authority.

9. Records. Records of all negotiations with State representatives in connection with permits will be maintained by each authorized representative or DMC of the respective services.

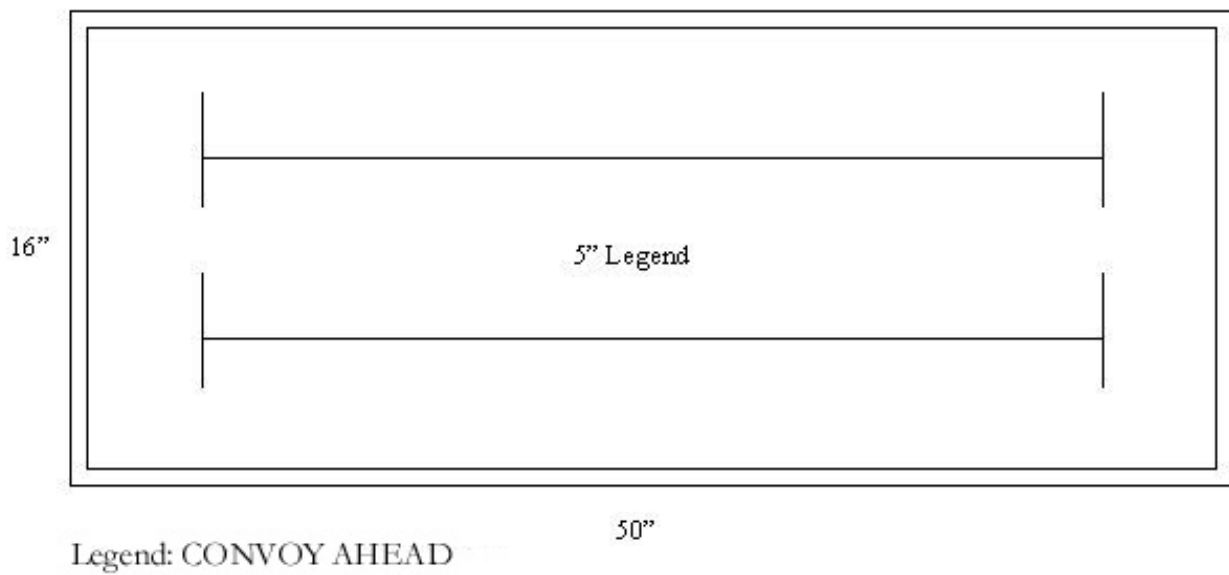


**Figure V-3. Sample of Convoy Vehicle Marking**

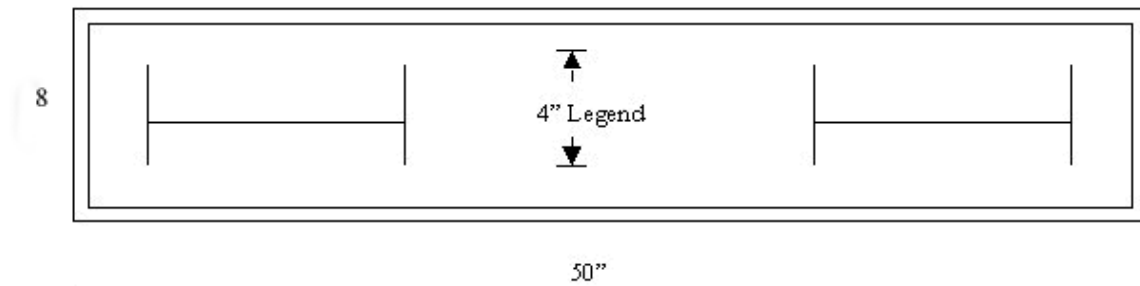
**Convoy Sign. Front of First Vehicle of an Element**



**Convoy Sign. Rear of Last Vehicle of an Element**

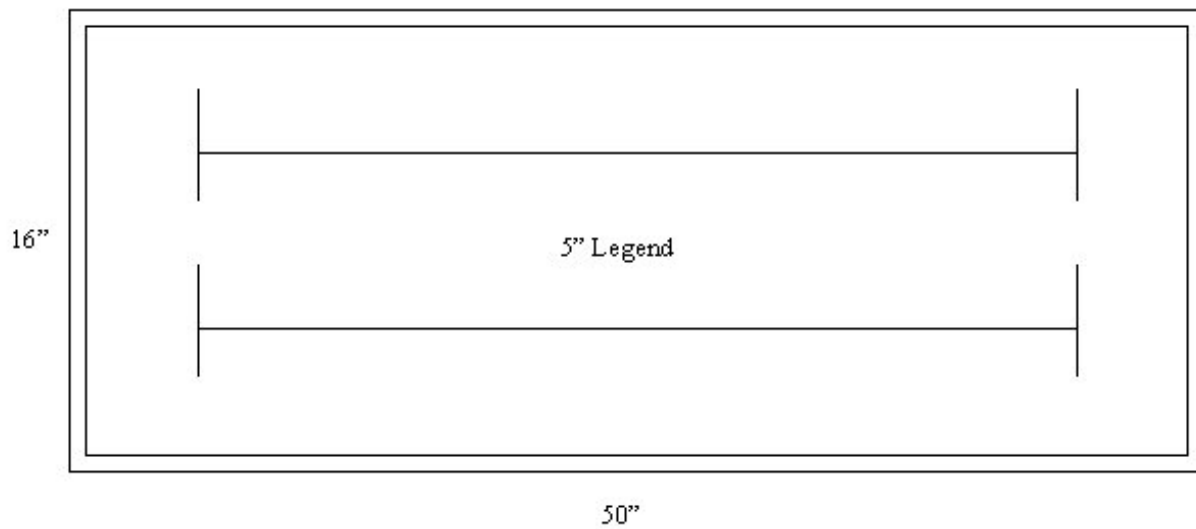


**Figure V-4. Sample of Convoy Signs, Front and Rear**



Legend CONVOY COMMANDER

**Convoy Commander Sign – Front of Vehicle**



Legend CONVOY COMMANDER

**Convoy Commander Sign – Rear of Vehicle**

**Figure V-5. Sample of Convoy Commander's Sign, Front and Rear**

## K. Accident Procedures.

1. In the event of an accident, the main part of the column will not stop to provide assistance. Vehicles to the rear will move around the accident. If the accident blocks the convoy route, maximum effort will be made to clear the route to allow the march unit and other traffic to continue. Immediate assistance required for the injured will be provided by personnel of the next following vehicle. The first officer or noncommissioned officer to arrive on the scene will take charge, supervising emergency aid and directing military traffic until the trail officer, medical officer, or other competent assistance arrives. The trail officer, aided by medical personnel (when available) and maintenance personnel, will supervise and direct care of the injured, disposition of vehicles, and clearance of the route in coordination with local law enforcement personnel.

2. Traffic accidents resulting in death, injury, or property damage will be reported immediately to the convoy commander and, in turn, to both civilian and military police authority. In serious traffic accidents, accident investigations normally will be performed by civilian police with a concurrent or follow-on investigation by military police. Accident reports will be submitted as required by military installations and local requirements (For Army refer to AR 385-40, Accident Reporting and Records).

L. Army Convoy Operations. The following procedures do not negate instructions found herein, but delineate Army MOBCON operational procedures.

### 1. Convoy Operations.

#### a. Convoy Movement Orders.

b. The DMC may grant blanket exemptions to the requirements for CMO and vehicle identification for convoys. Such exemptions apply to moves not on primary convoy routes and are within a travel radius of approximately fifty miles.

c. Once the CMO is issued, last minute changes may be coordinated via telephone with the DMC.

d. The maximum time length of any convoy is limited to one hour.

e. The CMO provides convoy commanders with a detailed route and movement schedule. Rate of speed will be taken from the CMO. Deviation is not authorized without prior coordination with the DMC.

f. Oversize and Overweight Vehicles. Convoy commanders who cannot maintain minimum posted speeds because of large, heavy vehicles may submit a request for exception to minimum posted speeds to the DMC using DD Form 1266 (Figure V-1) or DD Form 1265 (Figure V-2). The DMC will coordinate with the State Department of Transportation to determine the best routing for vehicles based on their size, weight, and speed capabilities.

## 2. Safety Procedures and Equipment.

a. Convoy commanders will ensure drivers are properly trained and licensed to operate heavy vehicles (greater than 26,000 pounds), bulk fuel tankers (1,000 gallons or more), and passenger vehicles (16 or more including driver). Army Commercial Driver's License Computer Assisted Instruction 551-10 program is available Army-wide to assist commanders with training. Completion of training and testing must be recorded in Section III, DA Form 348-1-R, Equipment Operators Qualification Record or with the Unit Level Logistics System generated DA Form 348-E.

b. Convoy Commanders will complete the Convoy Commander's Checklist prior to movement (FORSCOM/ ARNGR 55-1, FM 55-15, etc.).

c. All convoy vehicles, regardless of size, will be equipped with the basic type warning kit, or equilateral triangles with material of iridescent red for daytime use and reflex-reflective properties for nighttime use. As a minimum, this warning kit contains three sets of red reflectors and two red flags or three red reflector triangles and is acceptable in most States. Some States will require items such as flares (fuses) in addition to the above kit. Chemical wands or chemlites may be used. When bent, these will produce a chemical reaction which provides light. Vehicle operators will be instructed in the proper use of warning devices prior to the convoy's departure. In an emergency, warning devices will be placed in accordance with the provisions of FM 21-305, Manual for the Wheeled Vehicle Driver, and 49 CFR Part 392, Section 392.22, Emergency Signals; Stopped Commercial Motor Vehicles. Reflective equilateral triangles are available from GSA schedules and are listed under Class 9905, Signs and Reflectors. Vehicles engaged in transporting compressed gases, explosives, or flammable liquids will use three red electric flashing lanterns in lieu of flares (fuses). Vehicles transporting hazardous cargo will be properly placarded in accordance with 49 CFR Part 172 Section 172.519, General Specifications for Placards. Rotating caution lights for heavy equipment transporters will be installed, if required by state laws.

3. Each vehicle will have, as a minimum, one set (pair) of tire chains during periods when snow or ice conditions may be encountered.

4. Personnel will not be transported in the cargo compartment of the last vehicle in an element of a convoy.

5. Vehicle operations will be conducted in accordance with AR 385-55, Manual for the Wheeled Vehicle Driver, FM 55-30, Army Motor Transport Units and Operations; and civil laws in a manner that will ensure safety in keeping with road and traffic conditions and reflect credit on the military service.

6. Maintenance, wrecker, and recovery vehicles will be equipped for their missions and will carry emergency quantities of fuels and lubricants.

7. Road guides will wear high visibility devices such as Traffic Safety Military Police ensembles consisting of vest and sleevelets. Baton type flashlights (amber) should also be provided.



8. Traffic signals and other traffic control means will be obeyed. Only when other safeguards are provided (such as civilian police escorts to control intersections or points of congestion) will such control means be disregarded.

9. Convoy vehicle drivers will be instructed not to give so-called “clearance signals” to civilian vehicle operators.

#### M. Army Convoy Identification.

1. Each convoy march unit will be identified by a blue flag on the leading vehicle and a green flag on the last vehicle of the convoy element. If the leading and last vehicles are control vehicles, flags will be installed on the first and last vehicles occupying static positions in the convoy element. The vehicle of the convoy commander will display a white and black flag. The size, design and placement of these flags are as prescribed in AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates, and FM 21-305, Manual for the Wheeled Vehicle Driver. Police escort vehicles will not display convoy identification flags.

2. Each convoy will be identified by a convoy number. The approving authority HQ in whose state the convoy originates assigns the number when it approves the convoy clearance request. During emergencies or times when the SMCC is unmanned, the SMCC will have established and published procedures to assign convoy numbers. This number will identify the convoy during the entire movement. It will be placed on both sides and, if possible, on the front of all vehicles of the convoy. Additionally, it will be placed on the top or hood of the lead and trail vehicles of each march unit to ensure identification from the air. It will be composed of two letters indicating the state of origin, convoy number assigned by that headquarters, and a letter or letters indicating type of movement, i.e., “C”-Convoy, “E”-Explosives, “S”-Outsize, “H”-Hazardous. These letters will be used for individual vehicles or for a convoy containing over dimensional vehicles or load, for example, identification “VA50008C” indicates that the convoy originates in the State of Virginia and was the eighth convoy approved in 1995. The letter “C” indicates that there are no explosives, hazardous or outsize items of equipment included in the convoy. The elements of a convoy may be identified by adding a letter behind the convoy number. Numbers may be applied to vehicles with a chalk crayon of contrasting color.

#### N. Army Convoy Organization.

1. Convoy Commander. Each convoy will be organized under the control of a convoy commander. Since the convoy commander must be free to supervise the movement, there is no static location prescribed for him in the column. Maximum use will be made of radio communications. The convoy commander should have contact with all subordinate element commanders during movement. Convoy and convoy element commanders should refrain from infiltrating through the convoy unless absolutely necessary for control.

2. March Units. Convoys may be subdivided into small flexible elements called march units. When the number of vehicles exceeds 25 or when traffic or road conditions dictate, convoys will be divided into march units. This grouping of vehicles should be such that interference with the flow of other traffic is minimized to the extent possible. A leader responsible to the convoy commander will be appointed for each march unit.

3. Column Gap. A minimum time gap of five minutes will be maintained between march units.

4. Size of Convoy Elements. The number of vehicles in convoy elements will not exceed 25. The availability of supervisory personnel and communications equipment, traffic conditions, and the capacity of rest areas, including parking, will frequently influence the size of convoy elements.

5. Trail Element. The trail element, when used, is the last element of the convoy. The trail officer represents the convoy commander in such functions as maintaining march discipline, preventing straggling, and checking final clearance of designated points. Maintenance and medical aid personnel will be included in the trail element and will be equipped to repair vehicles and provide medical aid as required.

#### O. Army Convoy Procedures.

##### 1. Convoy Vehicle Distances.

a. For normal operations, an individual vehicle or cargo truck will maintain a minimum interval of four seconds from the vehicle it is following. All trucks towing trailers will maintain a minimum interval of eight seconds. At speeds above 40 mph, during darkness, or when operating in inclement weather or other instances of reduced visibility, the time should be increased.

b. FM 21-305 provides details for managing space between convoy vehicles based on vehicle length.

##### 2. March Discipline. Principles of march discipline will be observed.

3. Police Support. Request for military and/or civilian police support required along the convoy route will be coordinated through the DMC. When civilian police are not available at the scene of a traffic accident, military personnel and emergency warning devices will be positioned at appropriate distances from the accident to caution support is not available at the scene of a traffic accident and caution civilian traffic of a potential hazard. Military personnel used to guide or direct convoy operations will be instructed in their duties prior to being posted and will not direct control over civilian traffic using public highways, except as mentioned above.

4. Entering Major Highways. When police support is available, vehicle operators will enter the highway in compliance with the police officer's signals. When police support is not available, responsible military personnel will be designated to direct military vehicle operators, only to ensure safe and orderly flow onto the highway. In this instance, vehicles may be infiltrated or closed to a distance not less than 20 yards, whichever appears to be in the best interest of traffic safety based on the convoy commander's evaluation. Vehicle operators will be instructed to use acceleration lanes when available to establish operating speed before entering the traffic lane. Prescribed vehicle distance will be attained after all vehicles are on the highway and will be maintained for safe and efficient convoy operations. Vehicles will not operate on road shoulders to allow civilian traffic to pass.

5. Scheduling Rest Halts. Rest halts will be scheduled for a minimum of fifteen minutes at the end of the first hour of convoy movement and for a minimum of 10 minutes at the end of every second hour thereafter. Departure from this rule is authorized when suitable rest facilities are not available at these intervals. During these rest halts drivers will inspect their vehicles for safety items, i.e., lights, tires, trailer connections, cargo security, blocking, bracing, tiedown, and security. Rest stops and inspections will be in accordance with AR 385-55, Manual for the Wheeled Vehicle Driver.

a. The DMC will maintain current information on rest areas. This information will be made available to convoying units and will include the location and facilities available at each rest area. Pre-convoy planning will include provisions for use of these facilities. Rest halts on controlled-access highways will be made only at rest areas designated by the DMC.

b. Assistance in determining the percentage of truck parking capacity at rest areas which can be occupied by convoy vehicles will be provided by DMC.

c. Sites selected for rest halts will not be located in urban or heavily populated areas. Areas on curves or reverse sides of hills will be avoided. Sufficient room will be available to allow vehicles to park off the paved portion of the road. A distance of at least three feet will be maintained between parked vehicles. (Warning kits will be used unless vehicles are completely off the highway including road shoulder.) Exercise caution when resuming movement onto the road. Trail vehicle personnel will post a guard with proper warning devices to alert, but not direct approaching traffic. Vehicles transporting explosives and HAZMATs will not be parked in congested areas.

d. With the exception of guards posted at the head and tail of each halted march element, or personnel performing emergency maintenance, convoy personnel will not be permitted on the traffic side of vehicles.

e. When departing a rest area, road guides or other available personnel will be posted at least 50 yards behind the last vehicle to warn all traffic. (When police support is provided, this guide may not be required.) Convoy vehicles will return to the highway as rapidly and safely as possible. Prescribed vehicle distance will be attained after all vehicles are on the highway.

6. Meal Halts. Restrictions on rest halts also apply to meal halts. Since meal halts usually extend for a minimum period of 30 minutes, phasing all march elements into one rest area in sequence may generate control problems because of excessive gaps between elements. Convoy commanders will ensure any areas, public or private, furnished free or for fee, used for meal halts, rest halts, or bivouac are properly policed prior to the convoy's departure. Units using the facilities (public or private) are considered guests and as such are expected to maintain sanitary conditions. Failure to comply with these instructions could result in refusal of sites for future use and reflect adversely on the military image.

7. Toll Accessed Roads, Bridges, and Tunnels. Restrictions on toll facilities are frequently at variance with those on other routes. Before approving clearances over toll facilities, then DMC will determine that the type of cargo and vehicles comprising the convoy are authorized to use the route. The requesting agency will be informed of any restrictions on cargo, speed, halts,

and size of convoy on toll facilities. When the convoy is unable to conform with imposed restrictions and a waiver cannot be obtained, an alternate route will be used. To ensure uninterrupted convoy movement and minimum congestion at toll facilities, installation or activity representatives planning the movement will contact officials of each toll facility in advance of movement to coordinate an acceptable method of payment, i.e., credit card, pre-purchased toll tickets, or payment by an appointed Class "A" agent officer.

8. Refueling. Refueling must be coordinated with the DMC in advance to determine if any State or federal restrictions apply to the proposed site.

9. Recovery Operations. Vehicles will be recovered by the maintenance element in the trail party or through commercial sources. The convoy commander will brief all members of the convoy on correct procedures for recovery operations. Other vehicles in the convoy will not pull over to render assistance as this could cause accidents or other problems with traffic flow. If there is no trail party, the mechanic stationed in the last vehicle of the convoy will stop to assist the disabled vehicle.

P. Army En Route Reports. The DMC in each state, in coordination with the state Department of Transportation, will establish en route reporting requirements for the state. Paragraph 3 of the CMO provides detailed en route reporting requirements for a specific convoy.

## **APPENDIX W**

### **AERIAL PORT AND AIR TERMINAL POLICY AND PROCEDURES**

#### **A. Air Terminal Policy**

##### **1. Establishment of United States Air Force (USAF) Air Terminals.**

a. The USAF will establish and operate air terminals in support of other Department of Defense (DOD) Components (including joint airborne training and operations) to satisfy authorized airlift requirements. Air terminals may be established on airfields of a military service (with concurrence) other than the USAF to meet the requirements of this regulation.

b. The military service moving traffic through USAF air terminals may establish facilities and station personnel on them as tenants to perform functions pertaining to their own traffic as provided by this regulation.

c. Wartime air passenger and cargo requirements in support of an operations order will be consolidated at those predesignated Continental United States (CONUS) aerial ports, whenever feasible, to maximize the productivity of the airlift system. Major units will normally be deployed from their supporting airfield or the nearest designated aerial port.

d. Military air passenger terminals are established at CONUS Air Mobility Command (AMC) bases to meet the military services' wartime needs.

e. Air Terminals Operated by Military Services. The establishment and operation of air terminals for handling traffic movement by organic aircraft of a single military service is the responsibility of that military service.

f. Interservice and Host or Tenant Support Agreements. Established DOD and Services' policies governing interservice host or tenant support agreements will be followed when negotiating air terminal support agreements at aerial ports.

g. Additionally, the following provisions will be considered in such negotiations:

(1) Control and routing of vehicles and vehicular equipment in and around air terminal facilities.

(2) Time frame for pickup and delivery of cargo.

(3) Specific arrangements for the onward movement of all terminating airlift traffic.

(4) Specific points of cargo acceptance by the terminal operator and consignee.

(5) Specific arrangements for cargo handling, to include special requirements, needed to affect transfer between the terminal operator and the shipper.

(6) Specific arrangements for clearance and handling of hazardous cargo.

B. Designation of Aerial Ports

1. Purpose. The purpose of designating certain airfields as aerial ports is to establish the most effective distribution for DOD authorized air traffic.

2. Authority. The Chief of Staff, USAF, designates aerial ports. Changes or additions to Services' requirements for aerial ports should be submitted to Headquarters (HQ) USAF/ILT. Wartime and contingency aerial ports are designated by the unified commanders, within their theaters of operation, and identified in the command plans as essential to support wartime theater airlift operations. These aerial ports may or may not include aerial ports previously designated by the Chief of Staff, USAF.

3. Designated Aerial Ports.

a. CONUS (Cargo) ( Air Mobility Command (AMC)-Operated)

Andrews Air Force Base (AFB) Maryland (MD) (See Note 1)  
Charleston AFB South Carolina (See Note 6)  
Dover AFB Delaware (See Note 6)  
March AFB California (CA) (See Note 7)  
McChord AFB Washington (See Note 6)  
McGuire AFB New Jersey (See Note 6)  
Travis AFB CA (See Note 6)

b. Overseas (AMC-Operated) (See Note 4)

Andersen AFB Guam  
Aviano Air Base Italy  
Elmendorf AFB Alaska  
Hickam AFB Hawaii  
Incirlik Air Base Turkey  
Kadena Air Base (AB) Japan  
Lajes Field Azores  
Royal Air Force Mildenhall United Kingdom  
Osan AB Korea  
Ramstein AB Germany  
Yokota AB Japan

c. CONUS (Cargo) (Non-AMC-Operated)

Hill AFB Utah (See Note 2)  
Naval Air Station (NAS) Norfolk Virginia (See Note 6)  
Patrick AFB Florida (FL) (See Note 3)  
Robins AFB Georgia (See Note 2)  
Tinker AFB Oklahoma (See Note 2)  
Wright-Patterson AFB Ohio (See Note 2)

d. Overseas (User-Operated) (See Note 5)

Administrative Support Unit , Bahrain Det UAE (Fujairah Air Terminal)  
Iwakuni Marine Corps Air Station, Japan  
Naval Support Facility, Diego Garcia  
NAVSUPPACT, Bahrain IAP  
NAS (NAVSUPPACT), Naples Italy  
NAS Sigonella, Sicily  
NAVSUPPACT, Souda Bay, Crete  
Naval Station (NAVSTA), Guantanamo Bay, Cuba  
NAVSTA, Keflavik, Iceland  
NAF, Midway  
NAVSTA, Roosevelt Roads, Puerto Rico  
NAVSTA, Rota, Spain  
Naval Support Operation La Maddalena, Italy  
Naval Regional Contracting Center, Singapore

NOTE: Overseas-Wartime Operations. Additional overseas wartime and contingency aerial ports are designated in unified command plans. These aerial ports accommodate intratheater and intertheater airlift and provide interface points with other transportation modes.

NOTES:

1. Andrews AFB MD is the aerial port for special missions originating in the Washington District of Columbia area.
2. Standby CONUS aerial ports activated for cargo operations as required during emergencies. The United States Transportation Command, supported commanders, and AMC during the review of time-phased force deployment data will determine which standby CONUS aerial ports are to be activated. They will be activated on implementation of the operations plan.
3. Patrick AFB FL is operated by Air Force Space Command to satisfy all services requirements of the Eastern Test Range Station.
4. Overseas aerial ports are relatively permanent air terminal facilities operated by AMC to support peacetime airlift requirements and ensure the maintenance of realistic wartime interface patterns. Other operating locations and detachments are established to support peacetime channels and can be found in the AMC sequence listing (<https://amc.scott.af.mil/tacc/bulletin.htm>) for channel traffic.
5. Overseas aerial ports with relatively permanent air terminal facilities operated by a user Service through an interservice agreement with AMC support peacetime airlift requirements and ensure the maintenance of realistic wartime interface patterns. Other operating locations and detachments are established to support peacetime channels and can be found in the AMC sequence listing for channel traffic.
6. Designated Air Passenger Terminals.

7. Contingency base with limited peacetime capability.

C. Responsibilities for Air Terminals and Aerial Ports

1. HQ AMC is responsible for:

- a. Operating, or arranging for the operation of, all air terminals at CONUS aerial ports.
- b. Operating, or arranging for the operation of, fixed air terminals in overseas theaters for all DOD Components.
- c. Opening and closing air terminals at new locations during wartime, contingencies, and exercise operations and in peacetime within the theater.

2. The Air Component Commanders are responsible for:

- a. Identifying air terminal requirements to the unified commanders.
- b. Operating air terminals at designated airfields by agreement with AMC.

3. Air terminal operators will:

- a. Inspect shipments to ensure proper packing, crating, and documentation before acceptance.
- b. Establish timely liaison with the moving unit to provide unit and cargo movement planning, airlift capability information, aircraft types, allowable cargo and troop loads, and special loading instructions.
- c. Provide storage and loading facilities for other Services traffic arriving by all transportation modes for onward air movement.
- d. Load and unload cargo into consignee vehicle.
- e. Brief passengers before air movement.
- f. Repair or arrange for repair of cargo packaging damaged while in transit.
- g. Provide and operate in-transit storage and transient facilities for authorized traffic, including special storage and handling.
- h. Generate electronic arrival and departure reporting (i.e., manifests) to facilitate in-transit visibility reporting in accordance with DOD timeliness criteria

4. The Supported Service will:

- a. Prepare cargo for air shipment according to established packaging and crating instructions.



- b. Deliver cargo to the reception point at the departure airfield.
- c. Provide documents required for in-transit control of traffic and visibility.
- d. Establish the priority of traffic moving within the allocation.
- e. Accept delivery promptly upon notification of traffic arrival at the destination air terminal.
- f. Determine the air terminal container capability of the airfield of intended use.

5. Exceptions of Responsibility. Exceptions to the basic assignment of responsibility may be necessary to accommodate military needs. Such exceptions will mainly be cases where special circumstances make it advisable that a specific command or agency be assigned the responsibility for air terminal operations support. Determination of responsibility in these cases will be made by the Chief of Staff, USAF.

#### D. Functions of an Air Terminal

1. Functions of an air terminal at an aerial port include, but are not limited to:
  - a. Receiving, loading, unloading, consolidating, storing, and arranging for further airlift and disposition of all cargo.
  - b. Ensuring compliance with pertinent directives for movement of traffic, to include Defense ITV Integration Plan and the DOD Logistics Plan for Automatic Identification Technology.
  - c. Receiving, controlling, and processing passengers as outlined in service and DOD directives.
  - d. Receiving, processing, loading, and unloading shipments of deceased personnel.
  - e. Ensuring compliance with the Foreign Clearance Guide, and DOD or Service instructions covering the entry and departure of aircraft, passengers, crew, baggage, patients, cargo, and mail. This includes ensuring the documentation of aircraft and contents and making arrangements with government agencies for these services.
  - f. Conducting crew and passenger briefings, as required, on local customs, protocol, security, medical requirements, currency exchange, curfews, uniform requirements, and hazardous cargo.

2. Services which operate air terminals will maintain a list of their respective terminals reflecting their category posture and plans, if any, to upgrade their capability for wartime.

#### E. Air Movement Operation

1. An air movement operation involves the air transport of units, personnel, supplies, and equipment to include air-land operations, airborne operations, air assault, low altitude parachute

extraction system operations, container delivery system, and heavy equipment drop operations. The Service operating aircraft will:

- a. Install restraint, extraction, and ejection systems in the aircraft for the safe exit of parachutists and cargo.
- b. Assist the supported services in developing and coordinating plans for specific aircraft loads and movement sequence.
- c. Provide personnel and equipment, as required, for marking drop and extraction zones.
- d. Provide the unit moving cargo with planning information, airlift capability information, aircraft types, allowable cargo and troop loads, and special loading instructions.
- e. Provide technical supervision to personnel loading, securing, and unloading accompanying supplies and equipment.
- f. Provide technical assistance and safety inspections for all supplies and equipment loaded and secured in aircraft.
- g. Provide necessary emergency parachutes and survival equipment.
- h. Provide and operate specialized materials handling equipment for loading and unloading aircraft when the equipment is not available from the unit being transported or airfield operator.

2. The Supported Service will:

- a. Prepare cargo for airland, air assault, or airdrop according to joint Service or Service regulations.
- b. Mark each item of equipment to show weight. When required, mark each item to show cube, center of gravity, and content.
- c. Document and manifest traffic.
- d. Develop and coordinate plans for specific aircraft loads and movement sequence with air terminal operations.
- e. Load, tie-down, and unload accompanying supplies driven into or loaded directly into an aircraft.
- f. Assist, when required, with installation of cargo restraint, release, and extraction systems.
- g. Prepare and load containers to be pushed from jump exits by parachutists.
- h. Provide parachutes, individual survival equipment, and supervision to parachutists who jump from aircraft.

- i. Provide ground security during airland operations except when the operations occur on active military installations.
- j. Develop and publish aircraft parking plans, airfield layouts, access routes, and joint inspection points, in coordination with the air terminal operator.
- k. Establish procedures and standards for rigging supplies and equipment to be delivered by air.
- l. Establish collocated airlift coordination facilities at departure airfields.
- m. Deliver rigged loads to a mutually agreed upon inspection point.
- n. Inspect each rigged load before and after loading.
- o. Provide qualified drivers for unit rolling stock.
- p. Provide ground transportation to move troops from marshalling area to aircraft.
- q. Provide qualified representatives to determine safe and acceptable procedures, if such procedures have not been developed for airdrop, ejection, or extraction.
- r. Provide shoring for vehicles and equipment for loading and protection of aircraft floors.
- s. Provide airdrop platforms for airdrop loads.
- t. Provide the necessary drop extraction zone identification when the use of a combat control team is not feasible.
- u. Return aircraft items of equipment by the most expeditious means.

**THIS PAGE INTENTIONALLY LEFT BLANK**

## APPENDIX X

### **MOVEMENT OF HUMANITARIAN ASSISTANCE (HA) SUPPLIES**

A. Humanitarian relief is one of the most important missions within the Department of Defense (DOD) community. The Assistant Secretary of State for Political-Military Affairs is responsible for developing military policy for international HA and foreign relief operations; and acts upon requests from the head of a federal executive department or agency (e.g., United States (US) Department of State) for movement of non-DOD (or non-US Government) cargo. This request is in accordance with DOD 4515.13-R Air Transportation Eligibility, Chapter 8, paragraph B.3. The President and Secretary of State (SECSTATE), as the National Command Authorities, approve HA missions. The Chairman of the Joint Chiefs of Staff, by authority and at the direction of the SECSTATE, orders overseas deployments in support of HA missions. (See FM 100-23-1, FMFRP 7-16, NDC TAC NOTE 3-07.6, ACCP 50-56, PACAF P 50-56, USAFE P 50-56, HA Multiservice Procedures For Humanitarian Assistance Operations. After approval, the Defense Security Cooperation Agency (DSCA) is responsible for policy guidance and oversees execution of programs specifically authorized by statute, e.g., the Denton (10 U.S.C. § 402, Transportation of Humanitarian Relief Supplies to Foreign Countries) and McCollum amendments (10 U.S.C. § 2551, Humanitarian Assistance).

B. The Denton amendment provides for humanitarian and civic assistance in conjunction with military operations. (See this regulation Part II, Cargo Movement.) Such supplies may be transported only on a space available basis. Preparation of these supplies and cargo is the responsibility of the sponsoring agencies, commands, or Services. The supported Commander-In-Chief or designated Service/DOD sponsor, in coordination with the donor will:

1. Ensure transportation is consistent with the foreign policy of the US.
2. Ensure supplies are suitable for humanitarian purposes and are in usable condition.
3. Validate that a legitimate humanitarian need exists for such supplies by the people for whom they are intended.
4. Validate that supplies will be used for humanitarian purposes.
5. Ensure adequate arrangements are in place for supply distribution in the destination country.
6. Ensure all cargo is assigned a Transportation Control Number (TCN). NOTE: No shipment will be entered into the Defense Transportation System (DTS) without a TCN. (See Appendix Z Paragraph 5.)
7. Provide or pay all costs of storage and local shipping.
8. Arrange with the consignee in the destination country to receipt for the cargo upon arrival.

9. Ensure electronic reporting and manifesting be accomplished IAW DOD timeliness criteria to the Global Transportation Network for in-transit visibility (ITV).

C. Based on procedures established by the President of the US, and in compliance with the terms described above, the following must occur prior to release of HA cargo to the DOD for shipment:

1. Prior to acceptance for transport, all supplies must be inspected and certified to be in compliance with paragraph B, above.

2. The donor will ensure supplies to be transported are suitable for transport.

3. Transportation authority may be distributed by an agency of the US Government, a foreign government, an international organization, or a private non-profit relief organization.

4. Supplies will not be distributed, directly or indirectly, to any individual, group, or organization engaged in a military or paramilitary activity.

5. The shipper and installation transportation office will comply with all established cargo preparation and documentation procedures.

6. The shipper, in conjunction with designated team, will ensure compliance with all established cargo preparation and documentation procedures.

D. Undocumented cargo will be referred to the installation transportation office when documentation cannot be readily prepared, e.g., some DSCA HA-sponsored shipments, shipments for coalition/United Nations Forces, and for shipments for those specialized units which do not normally deploy an element capable of preparing the necessary documentation. If the workload is greater than can be accomplished by the base transportation function, augmentation should be requested from their parent command.

E. Origin aerial or seaport will coordinate documentation, load planning, and loading/unloading cargo; and provide onward movement information. NOTE: Movement may be space available (TP-4, for air) or space required.

F. Prior to passing requirements to the port commander, unified commands will validate/consolidate requirements to ensure cargo is prepared for shipment and documentation is completed; e.g., unified component commands are responsible for coordinating requirements for:

1. Airlift mission support with Air Mobility Command (AMC) units to include arrival/departure times, load configuration, and fleet service (where required).

2. Sealift mission support with the Military Traffic Management Command (MTMC), to include arrival/departure times and load configuration.

G. Preparation and documentation procedures:

1. Release of this cargo to the DOD for shipment will include a request for/authorization for packing and preparation for movement. This request and/or authorization will accompany all transfer documents prior to acceptance in the DTS.

2. HA provides funding to the United States Transportation Command (USTRANSCOM)/Program Analysis and Financial Management Directorate (TCJ8), who in turn provides cost codes or payment to AMC, MTMC, and the Military Sealift Command for transportation of a designated shipment.

3. The Defense Logistics Agency (DLA/J-3323), Ft Belvoir VA, will prepare and process HA-sponsored cargo for movement in the DTS in accordance with this regulation. The following applies to all HA-sponsored shipments:

a. TCNs will be provided for all cargo. Shipments will not be accepted without this regulation and TCN documentation.

b. Transportation documentation will be prepared in accordance with this regulation. DOD 4515.13-R charges the accepting military department with ensuring traffic offered for movement meets all documentation requirements, to include this regulation documentation; border clearance; and theater or political authorization.

c. Undocumented cargo will be referred to the installation transportation function who will accept the cargo, assist in documentation preparation when documentation cannot be readily prepared (e.g., some DSCA HA-sponsored shipments, shipments for coalition/United Nations Forces, and shipments for those specialized units which do not normally deploy an element capable of preparing necessary documentation), and coordinate movement with the aerial/sealift terminals.

d. Relief agencies, activities, or organizations donating goods will coordinate movement with the nearest DLA activity for transportation documentation processing. Construction of the Transportation Account Code (TAC) for HA-sponsored shipments will be in accordance with this regulation. TACs web site is: [http://www.daas.dla.mil/tac\\_inq/tac\\_menu.html](http://www.daas.dla.mil/tac_inq/tac_menu.html).

(1) No shipments using the DLA TAC will be accepted by any DOD activity without prior approval from USTRANSCOM/TCJ8, DSN 779-1099 or Commercial (618) 229-1099.

(2) All bills for transportation services covering an HA shipment will be sent to USTRANSCOM/TCJ8, 508 Scott Drive, Room 114, Scott AFB IL 62225-5357, for payment. Copies of all Bills of Lading and Transportation Control and Movement Documents will also be faxed to DSN 576-8097 or Commercial (618) 256-8097.

H. The Joint Movement Control Center (JMC) or Theater Logistics Coordinating Center should coordinate employment of all modes of theater transportation to support the theater concept of operations. The JMC also should oversee execution of theater transportation priorities.

I. Theater airlift wings will:

1. Control mission execution of theater assigned/attached airlift operations.

2. Coordinate details with requester, to include load planning, load availability, cargo compatibility, and support requirements.

3. Provide theater interface with HQ AMC Tanker Airlift Control Center (TACC) or Air Mobility Element.

J. HQ AMC TACC will:

1. Coordinate aerial port squadron support for loading/unloading theater flown airdrop missions on an as available basis.

2. Provide Tanker Airlift Control Element support for theater requirements as requested through, and validated by, USTRANSCOM. (Reference Joint Publication 4-01, Joint Doctrine for the Defense Transportation System and, AMC/PACAF and AMC/USAFE Command to Command Agreements, (draft) for additional guidance.)

K. Theater aerial or seaports are responsible for controlling mission execution of theater assigned/attached operations, coordinating details with user contacts to include: load planning, load availability, cargo compatibility, support requirements, and provide theater interface with HQ AMC TACC and theater Movement Control Center (MCC).

L. Theater MCC will arrange for ground transportation from the port of debarkation to in-country final destination (Reference Joint Publication 4-01).

M. Upon arrival at destination, the consignee will take possession of the cargo; comply with all destination country legal requirements; clear the cargo through customs; arrange for onward movement from the port; and distribute the cargo to designated recipients.

N. ITV requires compliance with procedures in this appendix. ITV will:

1. Ensure reliable and comprehensive ITV in support of customer-stated requirements.

2. Standardize practices supporting information systems and documentation (provided the capability exists) for all movements during peace or war.



## APPENDIX Y

### **DD FORM 1726 PREPARATION INSTRUCTIONS**

Instructions for preparing DD Form 1726 are in Table Y-1. DD Form 1726 may be locally reproduced on 8 1/2 by 11-inch paper. A sample DD Form 1726 is attached.

**Table Y-1. Preparation Instructions for DD Form 1726**

<b>Block</b>	<b>Instructions</b>
Period ending	<p>Enter one of the following:</p> <ol style="list-style-type: none"> <li>a. Annual report. Enter the year of the report, month, and day; for example, 2001-12-31.</li> <li>b. Interim report. Enter either the date the installation was activated or the date the installation's capability exceeded a 10 percent plus or minus from its previous reports; for example, 2001-11-22.</li> </ol>
From	<p>Enter all of the following:</p> <ol style="list-style-type: none"> <li>a. Name of the military installation reporting the data.</li> <li>b. Address of the installation.</li> <li>c. City, State, and Zip code.</li> <li>d. Four-digit standard specified geographic location (<a href="https://TMDS03.scott.af.mil/tmds/">https://TMDS03.scott.af.mil/tmds/</a>).</li> <li>e. Name of point of contact.</li> <li>f. Telephone number of point of contact to include area code and DSN Number.</li> </ol>
Column A Peacetime daily	<ol style="list-style-type: none"> <li>a. Day 0 is the maximum 8-hour capability. Enter the following: <ol style="list-style-type: none"> <li>(1) Separate rail. Insert the maximum daily capacity for single-rail operations in number of railcars. If the installation does not have on-post rail capacity, indicate nearest military/commercial rail facilities available and its capacity.</li> <li>(2) Separate motor/container on chassis. Insert the maximum daily capacity for single-motor operations expressed in truck/container on chassis units.</li> <li>(3) Concurrent rail. Insert the maximum daily capacity for combined rail operations expressed as number of railcars. (Do not report concurrent rail capability if the installation has no motor capability.)</li> <li>(4) Concurrent motor/container on chassis. Insert the maximum daily capacity for combined motor operations expressed in truck/container on chassis units. (Do not report concurrent motor capability if the installation has no rail capability.)</li> </ol> </li> <li>b. Day 1 through 6 is the maximum surge capability. Enter the following: <ol style="list-style-type: none"> <li>(1) Separate rail. Insert the maximum daily surge capacity for single-rail operations</li> <li>(2) Separate motor/container on chassis. Insert the maximum daily surge capacity for single-motor operations expressed in number of truck/container on chassis units.</li> <li>(3) Concurrent rail. Insert the maximum daily capacity for combined rail expressed as number of railcars. Do not report concurrent rail capability if installation has no motor capability.)</li> <li>(4) Concurrent motor/container on chassis. Insert the maximum daily capacity for combined motor operations expressed in truck/container on chassis units.</li> </ol> </li> </ol>

**Table Y-1. Preparation Instructions for DD Form 1726 (Cont'd)**

Block	Instructions
Column B Mobilization data	<p>Day 0 through 91 plus days is the maximum capability that can be attained using all available resources. Enter the capability data for each day or day periods (for example, 11 to 20) until full mobilization capability is reached. If full mobilization will not be realized until after day 91, enter the full-mobilization capability and the day full mobilization will be reached. For example, if full mobilization is reached on day 105, enter day 91 to 105 and full capacity figures expected to be attained on day 105.</p> <p>(5) Separate rail. Insert the maximum capacity for single-rail expressed in number of railcars.</p> <p>(6) Separate motor/container on chassis. Insert the maximum daily capacity for single-motor operations expressed in number of truck/container on chassis units.</p> <p>(7) Concurrent rail. Insert the maximum daily capacity for combined rail operations expressed as number of railcars. (Do not report concurrent rail capability if the installation has no motor capability).</p> <p>(8) Concurrent motor/container on chassis. Insert the maximum daily capacity for combined motor operations expressed in truck/container on chassis units. (Do not report concurrent motor capability if the installation does not have a capability).</p>
Column C Container Stuffing Operations	<p>Enter the Following:</p> <p>(9) The maximum number of containers that can be downloaded from rail or motor, stuffed or stripped, and backload on rail or motor under peacetime or surge operations.</p> <p>(10) The maximum number of containers that can be stuffed or unloaded under mobilization operations using full resources.</p>
Block 5 Day full mobilization Capacity attained	Enter the day full mobilization is reached in whole numbers; for example, round 11½ days up to 12 days.
Block 6 Remarks	List a brief summary of any other data that may affect the capability figure. An example would be explanation of any off-station Government or Commercial facility
<p>Notes:</p> <ol style="list-style-type: none"> <li>1. Capability will be developed in the number of each transportation equipment type (rail, motor, and container) that can be processed only for clarification. The data contained in MTMC Transportation Engineering Agency (TEA) Surveys should be considered when determining outloading and receiving capability.</li> <li>2. In order to provide additional guidance to transportation offices, MTMC TEA prepared Pamphlet INF 97-08 (Guidance for Completing the CONUS Military Installation Material Outloading and Receiving Capability Report (DD Form 1726)). The pamphlet also provides an automated method (calculation diskette) for preparing the form accurately. The automated method will identify what impact material and construction enhancements would have on the installations' capabilities.</li> <li>3. For copies of TEA Pamphlet INF 97-08 and/or the calculation diskette, please contact: Military Traffic Management Command, Transportation Engineering Agency, (MTTE-DPE) Attn: Mr. Roger Straight, DSN: 927-4643 or commercial (757) 599-1182, 720 Thimble Shoals Blvd, Suite 130, Newport News, Virginia 23606-0274. The DD Form 1726 can also be obtained and retrieved electronically through the World Wide Web on <a href="http://web1.whs.osd.mil">http://web1.whs.osd.mil</a>, Department of Defense, Catalog of Directorate for Information Operations and Reports (electronic version). Follow these steps: <ul style="list-style-type: none"> <li>- Click on Forms and Reports</li> <li>- Click on DoD Forms Program</li> <li>- Click on Forms Inventories</li> <li>- Click on Department of Defense Forms</li> <li>- Click on 1693 to 1778</li> <li>- Click on DD 1726 (Fillable Adobe PDF)</li> </ul> </li> </ol>	

CONUS MILITARY INSTALLATION MATERIEL OUTLOADING AND RECEIVING CAPABILITY REPORT								REPORT CONTROL SYMBOL MTMC-7(R-2)		
								1. PERIOD ENDING (YYYYMMDD)		
TO: COMMANDER MILITARY TRAFFIC MANAGEMENT COMMAND ATTN: MTOP-PRS HOFFMAN BLDG. II 200 STOVALL STREET ALEXANDRIA, VA 22332-5050						3. FROM				
4. DAILY OUTLOADING & RECEIVING CAPABILITY FOR SEPARATE & CONCURRENT OPERATIONS										
DAY	a. PEACETIME				b. MOBILIZATION				c. CONTAINER STUFFING OPERATIONS	
	SEPARATE		CONCURRENT		SEPARATE		CONCURRENT			
	RAIL (1)	MOTOR (2)	RAIL (3)	MOTOR (4)	RAIL (5)	MOTOR (6)	RAIL (7)	MOTOR (8)	PEACETIME (9)	MOB (10)
0										
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11 - 20										
21 - 30										
31 - 40										
41 - 50										
51 - 60										
61 - 90										
91 -										
5. DAY FULL MOBILIZATION CAPABILITY ATTAINED										
6. REMARKS										

DD FORM 1726, JAN 2000

PREVIOUS EDITION IS OBSOLETE.

**Figure Y-1. CONUS Military Installation Materiel Outloading  
and Receiving Capability Report**

**THIS PAGE INTENTIONALLY LEFT BLANK**

## **APPENDIX Z**

### **UNIT MOVES**

A. General. This appendix and Service regulations, directives, and field manuals prescribe the actions required to prepare deploying units for movements. This appendix applies to the cargo belonging to deploying units on Military Sealift Command-arranged ships through common user ocean terminals or via Air Mobility Command (AMC) airlift.

1. Transportation data for unit cargo movement during contingencies and classified mobilization exercises affords the maximum protection possible within the limitations and constraints of existing systems. Since data processing in the Defense Transportation System (DTS) is unclassified, classified data requires handling and processing separate from other movement data.

2. When available, clearance and advance movement data updates required by this appendix may be accomplished through the Service's automated deployment system.

3. Host Nation (HN) Agreements.

a. Unit movements in support of an overseas contingency/exercise must comply with standard HN agreements in addition to this regulation. These agreements provide the HN, Port of Debarkation (POD), and theater commander with information necessary for terminal operations and onward movement of equipment cargo within the theater.

b. In the North Atlantic Treaty Organization (NATO) these agreements are known as NATO Standardization Agreements (STANAGs). Figure Z-1 provides individual Service contact points for assistance concerning STANAG requirements.

B. Procedures. The procedures used for documentation of unit moves are minor variations from normal procedures. They are detailed in Paragraphs C through L below.

C. Shipment Unit Configuration. To limit the quantity of advance data, which is passed when transporting unit move cargo, each shipment unit is documented individually with minimal detailing of the content of unitized cargo. Provide the T\_6 record covering the National Stock Number in the format prescribed in Figure Z-2 unless the multipak or other exception provision applies.

1. Each consolidated pallet load, vehicle (loaded or empty), multiple vehicles combined as an integral unit (e.g., nested trailers), CONEX, MILVAN, QUADCONs, ISO containers, or SEAVAN, is controlled and accountability of equipment and supplies loaded in a shipment unit documented as a single shipment unit. Shipment visibility is the responsibility of the deploying units.

2. Sensitive, classified, and/or hazardous materials (HAZMAT) will not be loaded in unit vehicles except when operationally required and authorized by the units' Service headquarters

(HQ) and the appropriate Transportation Component Command (TCC), AMC or Military Traffic Management Command (MTMC). See also paragraphs G.3 and G.4.

3. Vehicles must be reduced in length, width, and height for shipping according to directives of each Service.

D. Marking of Shipment Units. Equipment cargo is marked in accordance with Service directives and Military Standard (MIL-STD) 129, Standard Practice for Military Marking, ([http://astimage.daps.dla.mil/docimages/0000\63\00\STD\\_129N.PD0](http://astimage.daps.dla.mil/docimages/0000\63\00\STD_129N.PD0)). The Transportation Control Number (TCN) must appear on each shipment unit. A Shipper's Declaration for Dangerous Goods (IATA-4) must be prepared for all HAZMAT moving by air.

1. Labeling: Military Shipment Labels, DD Form 1387, with a bar coded TCN will be uniformly applied to all unit move equipment/cargo. These bar coded labels allow use of identification technology to process unit move shipments through the terminals expeditiously.

a. One label is required on each shipment unit except for vehicles and consolidated shipment units (CONEX, MILVAN, QUADCONs, ISO containers, or SEAVAN, and 463L pallets) where labels are applied on two adjacent sides.

(1) Place one label on the front of the vehicle, either on the left side of the bumper or corresponding location for vehicles without bumpers and place the other label on the left side door or comparable location.

(2) For CONEX, MILVAN, QUADCONs, ISO containers, or SEAVAN, one label will be placed on the left rear door and the other on the adjacent side.

b. Upon arrival at the Port of Embarkation (POE) or other transshipment point, scan the bar-coded labels on the equipment/cargo to automatically update the advance movement data file and establish cargo accountability. If bar coded labels are not available upon deployment, apply them at the POE.

c. When completing a DD Form 1387 for a classified movement, the POD, consignee and Required Delivery Date fields will be left blank.

2. A DD Form 836 will be prepared if moving by government vehicle, container or vessel and a certification will be included on the bill of lading when moving by commercial surface modes.

3. Stenciling. In addition to the labels applied to each shipment unit, stencil the TCN when required by applicable Service directives.

E. TCN. Each shipment unit (including SEAVAN shipments) is controlled by a unique TCN. Construct the TCN as outlined below:

<u>TCN Position</u>	<u>TCMD Record Position (rp)</u>	<u>Explanation</u>
1	30	Service code (A-Army, F-Air Force, M-Marine Corps, N-Navy, and Z-Coast Guard).
2-8	31-37	Army activities will enter a Unit Identification Code (UIC) beginning with TCN position 2 and putting a \$ (dollar) special character in position 8. All other Services will enter a Unit Line Number (ULN) beginning with TCN position 2 and filling any unused positions with a \$ (dollar) special character. Army activities will generate a T_9 record containing ULN information.
9-10	38-39	Service use, except for code “CH” which is reserved to identify small units (10 tons of equipment or less) moving by air. Requires data entry, do not leave blank. Use zeros if no data available.
11-14	40-43	Shipment number, increment number, or serial number.
15	44	Unit cargo TCN indicator. (Enter a zero here).
16-17	45-46	Split/partial shipment or complete shipment unit indicator.

F. Transportation Documentation Codes.

1. Find the codes required for completion of transportation documentation in this regulation, Part II, Cargo Movement, Appendices DD and EE.

2. Transportation Account Codes (TACs). The following service TACs are used for unit movements during actual emergency deployments:

Service	Code. <sup>2</sup>
United States (US) Army	To be assigned at time of deployment by HQ Department of the Army.
US Air Force	F8R4 for channel movement; FSAM for SAAM movement.
US Navy	To be obtained from Fleet Commander in Chief or other authority directing the deployment prior to movement.
US Marine Corps.	To be assigned at time of deployment.
US Coast Guard	To be assigned at time of deployment by HQ CG.

---

<sup>2</sup> Problems and questions about TACs for contingency/deployment operations should be directed to the applicable Service focal point.

G. Advance Movement Data Formats. Transportation data for unit moves is compiled and submitted using the formats and codes prescribed for all shipments in this regulation, Part II, Cargo Movement, Appendices CC-2 and CC-4 except:

1. CONEX, MILVAN, QUADCONs, ISO containers, or SEAVAN. Each of these containers, loaded or empty, is a single shipment unit and is not documented as a consolidated shipment. Document Identifier (DI T\_0/I) data formats and applicable trailer data as prescribed in this regulation, Part II, Cargo Movement, Appendix CC-2 are used unless otherwise directed by the responsible Ocean Cargo Clearance Authority (OCCA).

2. Vehicles. Each vehicle (empty or loaded) is a single shipment unit and is documented using data formats with DI TV\_ as detailed in this regulation, Part II, Cargo Movement, Appendix CC-2. The piece count will always be 0001. For empty vehicles, the actual weight and cube of the vehicles, as shipped, will be given. For loaded vehicles, the weight and cube will reflect the actual loaded vehicle weight and cube as shipped.

3. HAZMAT. Shipment units of HAZMAT are detailed in DI TE/TJ\_ data formats prescribed in this regulation, Part II, Cargo Movement, Appendix CC-2. When authorized by the TCC, HAZMAT loaded in unit vehicles or containers is identified by the commodity/special handling codes and detailed in DI T\_9 trailer formats reflecting the proper shipping name, United Nations number, weight, and cube for each category of HAZMAT. For ammunition and explosive material, also specify Department of Transportation (DOT) hazard class, International Maritime Dangerous Goods Code class/division, storage compatibility group, lot number, round count and total net explosive weight.

4. Protected Shipments. Identify the classified and sensitive shipment units using the appropriate commodity/special handling codes and detail T\_9 trailers prescribed in this regulation, Part II, Cargo Movement, Appendices DD-1, DD-2, DD-12, and DD-13. These codes and formats will also be used to identify the transportation level of protection required for security shipments loaded in unit vehicles or containers.

H. Clearance, Routing and Advance Data Submission. Providing advance data before actual movement to the POE begins, for clearance of cargo and equipment. This procedure allows proper routing of the cargo to be determined and provides for coordinated movement of material into the transshipment facilities. Units should be familiar with the movement information necessary to support these routing and clearance procedures.

1. Movement data, including requests for routing, are normally prepared as far in advance as possible and maintained by the cognizant transportation element<sup>3</sup> and updated in coordination with the supported unit. This advance preparation allows immediate submission to the clearance authority identified in this regulation, Part II, Cargo Movement, Appendix CC-7 when a unit move is required.

---

<sup>3</sup> For Army and Air Force, this is generally the Transportation Officer (TO). For the Navy, in the absence of the TO, it is the Senior Supply Officer or designee of the Commanding Officer. For Marine Corps, it is the TO or the unit logistics planner in conjunction with the TO.



2. The cognizant transportation element submits the advance movement data to the clearance authority unless prior arrangements have been made to provide automated movement requirements through a service system.<sup>4</sup> Automated systems may be established for Continental United States (CONUS) units in coordination with HQ MTMC (ATTN: MTOP) or, for overseas units, with the theater commander and supporting surface and air clearance authorities. Route these actions through the supported unit's chain of command.

a. Commercial Transportation. When movement to the POE is by commercial transportation, the cognizant transportation element obtains a routing by submitting the movement requirements as detailed in this regulation, Part II, Cargo Movement, Chapter 202, Paragraph C for CONUS or applicable theater directives overseas.

b. Road March. When movement to the POE is by road march (in organic vehicles), the cognizant transportation element submits advance data/Export Traffic Release Requests (ETRR) and is notified by MTMC or AMC of the POE and required arrival date. For FORSCOM units, an ETRR is not required if UDL data is available.

c. All Methods. After receiving routing information for movement of the equipment/cargo to the POE, the cognizant transportation element submits advance data in TCMD format, as outlined in this regulation, Part II, Cargo Movement, Chapter 203, Paragraph D16 to the surface or airlift clearance authority listed in this regulation, Part II, Cargo Movement, Appendix CC-7.<sup>5</sup>

3. Preparation and use of a Transportation Control and Movement Document, DD Form 1384 is not required for clearance, movement by commercial transportation, or terminal processing. The data outlined by this appendix is required and must be submitted in a machine readable format, but the DD Form 1384 may be used to compile it.

4. Computer-Aided Load and Manifest/Automated Air Load Planning System. See this regulation, Part II, Cargo Movement, Appendix CC-2, Figures CC-2-17 through CC-2-22 for record formats.

I. Surface Booking and Terminal Processing. Advance data provides the basis for arranging ocean movement and processing unit equipment/cargo through the POE.

1. MTMC OCCA and Ocean Cargo Booking Offices use the Export Traffic Releases (ETR), UDL and movement orders/directives to book ocean vessels and ensure adequate sealift is available at designated POEs.

2. The advance movement data (TCMD, ETR, UDL) provided to the clearance authority and movement orders/directives are used by the water terminals to plan vessel pre-stow and terminal operations (marshalling and SAs, receipt of cargo, vessel loading). Use the cargo

---

<sup>4</sup> US Army Forces Command (FORSCOM) active and reserve units use the UDL.

<sup>5</sup> For FORSCOM units, ETRR is not required if UDL data is available.

receipt data to update the advance movement data and enable terminals to prepare final vessel stow plans, ocean cargo manifests and cargo traffic messages/STANAGs.

J. Air Terminal Processing. Advance movement data provided to air clearance authorities and movement orders/directives are used by AMC for planning and the receipt/processing of cargo at the terminals and use the cargo receipt data to update the advance movement data and enable terminals to generate air cargo manifests.

K. HAZMAT Exemptions. Transportation of HAZMAT during unit moves must be in compliance with Service regulations and the regulations discussed in this regulation, Part II, Cargo Movement, Chapter 204. The Department of Transportation (DOT) issues certain exemptions related to unit moves (<http://hazmat.dot.gov/exsys.htm>).

1. The Commander, MTMC is the authorized representative of the sponsoring Services in obtaining new or modified exemptions. In an emergency, the sponsoring Services may make direct contact with the DOT to obtain an exemption. The Commander, MTMC, ATTN: MTOP-PRF (Force Protection Team), Hoffman Building II, 200 Stovall Street, Alexandria VA 22332-5000, is to be promptly notified of each emergency action.

2. Units may obtain specific information on exemptions from Figure Z-3 and the following:

- a. US Army - HQ MTMC (see paragraph K.1.)
- b. US Air Force – HQ AFMC LSO/LOP
- c. US Navy - Refer to NAVSEA SWO-20-AC-SAF-010/020/030, Transportation and Storage Data for Ammunition, Explosives, and Related Hazardous Materials.
- d. US Marine Corps - Refer to NAVSEA SWO-20-AC-SAF-010/020/030, Transportation and Storage Data for Ammunition, Explosives, and Related Hazardous Materials.

L. Transportation Discrepancies. Report all losses and damage in accordance with this regulation, Part II, Cargo Movement, Chapter 210.

## STANAGs

Implementing document information and other pertinent details concerning STANAG requirements (<http://www.nato.int/docu/standard.htm>) may be obtained by contacting the appropriate Service HQs as follows:

- |                    |   |
|--------------------|---|
| a. US Army         | Headquarters, Army Materiel Command<br>ATTN: AMCICP<br>5001 Eisenhower Avenue<br>Alexandria VA 22333-0001<br>DSN 284-8554<br>Commercial (202) 274-8554  |
| b. US Air Force    | Headquarters, US Air Force/ILT<br>1030 Air Force Pentagon<br>Washington DC 20330-1030<br>DSN 225-1793 or 227-4742<br>Commercial (703) 695-1793 or (703) 697-4742<br>Fax: DSN 225-2470; (703) 695-6799<br>E-Mail: <a href="mailto:trans@af.pentagon.smil.mil">trans@af.pentagon.smil.mil</a> |
| c. US Navy         | Navy Warfare Development Command<br>ATTN: Doctrine Department (Code N3)<br>686 Cushing Road, Simms Hall<br>Newport RI 02841<br>DSN 948-1145<br>Commercial (401)-841-1145  |
| d. US Marine Corps | Marine Corps Combat Development Command<br>ATTN Doctrine Division (C 426)<br>Building 3300, Russell Road, Suite 318A<br>Quantico VA 22134-5021<br>DSN 278-3616<br>Commercial (703) 784-3616   |

**Figure Z-1. STANAGs**

## Trailer Data TCMD Entries (DI T\_5) for All Vehicles, Unit Movement, Pre-Positioned and Outsize General Cargo Requirements

Prime Data rp	DD Form 1384 Block	Procedure
1-3	32	Enter a three-position code. The first position is always T. The second position is always the same as the second position of the corresponding prime data entry. For shipments with outsize dimensions the third position is always five. For shipments of vehicles to Central and South America, T_5 entries are changed as shown in footnote below. <sup>6</sup>
4-8	33	Enter the trailer, van or container number from the prime data entry.
9-14	34	For Government vehicles, trailers, wheeled/tracked guns, and aircraft; enter the model or abbreviated nomenclature. For all other items, leave blank.
15-19	35	For Government vehicles, trailers, wheeled/tracked guns, and aircraft, enter BII in rp 15-17 and the number of pieces of BII per vehicle in rp 18-19; e.g., BII 00 for no pieces, BII 02 for two pieces, etc. For all other items, enter the commodity code from the prime data entry.
20	36a	For air shipments enter the air dimension code (see this regulation, Part II, <u>Cargo Movement</u> , Appendix DD-3).
21-23	36b	Enter the POE identifier code from the prime data entry.
24-26	37	Enter the POD identifier code from the prime data entry.
27	38	Enter the mode/method code from the prime data entry.
28-29	39	Enter the type pack code from the prime data entry.
30-46	40	Enter the TCN from the prime data entry.
47-52	41	Enter the consignee DODAAC from the prime data entry.
53	42	Enter the transportation priority from the prime data entry.
54-59	43	Enter the length of the item, in inches, followed by the letter L. If less than five digits, left zero fill.
60-63	43	Enter the width, in inches, followed by the letter W. If less than three digits, left zero fill.
64-67	43	Enter the height, in inches, followed by the letter H. If less than three digits, left zero fill.

**Figure Z-2. Trailer Data TCMD Entries (DI T\_5) for All Vehicles, Unit Movement, Pre-Positioned and Outsize General Cargo Requirements**

---

<sup>6</sup> For shipments of vehicles to Central and South America, a TV9 trailer entry indicating the vehicle make and year in rp 54-79 (blocks 43 and 44) is required. In addition, the TV5 entries are changed as follows:

9-14 34 Enter the model instead of the nomenclature.

Prime	DD	
Data	Form	
1384		
rp	<u>Block</u>	<u>Procedure</u>
68-71	44a	Enter the number of pieces to which the dimensions apply. <sup>7</sup> If less than four digits, left zero fill. If greater than 9999, see this regulation, Part II, <u>Cargo Movement</u> , Chapter 203, Paragraph D7.
72-76	44b	Enter weight of one piece. If less than five digits, left zero fill. If greater than 99,999, see this regulation, Part II, <u>Cargo Movement</u> , Chapter 203, Paragraph D7.
77-80	44c	Enter the cube of one piece. If less than four digits, left zero fill. If greater than 9999, see this regulation, Part II, <u>Cargo Movement</u> , Chapter 203, Paragraph D7.

**Figure Z-2. Trailer Data TCMD Entries (DI T\_5) for All Vehicles, Unit Movement, Pre-Positioned and Outsize General Cargo Requirements (Cont'd)**

---

<sup>7</sup> For shipments of Government vehicles, trailers, wheeled/tracked guns, and aircraft, the TV5 entries are changed as follows:

68-80	44	For single vehicle shipment units, enter the serial number. For multiple vehicle shipments, leave blank.
-------	----	--

## COE POC Ammunition and Related Items

### ARMY

#### **AY-XX-21 through AY-XX-40**

Commander  
TACOM ARDEC  
ATTN: AMSTA-AR-WEP  
Bldg 455  
Picatinny Arsenal NJ 07806-5000  
DSN: 880-2865  
Commercial: (973) 724-2865

#### **AY-XX-41 through AY-XX-80**

Chief, ARDEC  
Attn: AMSTA-AR-WEP-RP  
Rock Island IL 61299-7300  
DSN: 793-8203  
Commercial: (309) 782-8203

#### **AY-XX-81 through AY-XX-200**

Commander, US Army AMCOM  
Attn: AMSAM-MMC-LS-MDT  
Bldg. 5302, 2<sup>nd</sup> Floor  
Redstone Arsenal AL 35898-5110  
DSN: 746-5717  
Commercial: (256) 867-5717

### NAVY/MARINE CORPS

#### **NA-XX through 300**

Naval Weapons Station Earle  
PHST Center – 5024  
201 Highway 34, South  
Colts Neck NJ 07722-5023  
DSN: 449-2821  
Commercial: (908) 866-2821

#### **NA-XX-700 through NASO NA-XX-849**

Naval Inventory Control  
Point-Philadelphia  
Code 0512.26  
700 Robbins Avenue  
Philadelphia PA 19111-5098  
DSN: 442-5395

#### **NA-XX-300 through SPAWARSYSCOM NZ-XX-699**

Space & Naval Warfare  
Systems Command  
SPAWAR 04L-1C  
Bldg OT1-Room 213 (1120-C)  
4301 Pacific Highway  
San Diego CA 92110-3215  
No DSN, Commercial: (619) 557-0176

#### **NA-XX-850 through NAVICP- Mechanicsburg NA-XX-999**

Naval Inventory Control Point-Mechanicsburg  
P.O. Box 2020, Code 0772.30  
5450 Carlisle Drive  
Mechanicsburg PA 17055-0788  
DSN: 430-2784  
Commercial: (717) 605-2784

**Figure Z-3. COE POC Ammunition and Related Items**

### **COE POC Ammunition and Related Items (Cont'd)**

#### **NA-XX 400 through NAVFACENGCOM NA-XX-499**

Naval Facilities Engineering Command  
Alexandria VA 22332-2300  
DSN: 221-9133  
Commercial: (703) 325-9133

#### **NA-XX-500 through NAVSEASYS COM NA-XX-699**

Commanding Officer, Naval Weapons  
Station Earle PHST Center – 5024  
201 Highway 34, South  
Colts Neck NJ 07722-5023  
DSN: 449-2821  
Commercial: (908) 866-2821

#### **COEs (NON-ORDNANCE) (NAVY)**

Naval Inventory Control Point  
ATTN: Mr. Gerald L. Boyd  
Box 2020, Code 0772.30  
5450 Carlisle Pike  
Mechanicsburg PA 17055-0788  
DSN: 430-2784, Commercial: (717) 605-2784  
E-mail: [gerald\\_l\\_boyd@icpmech.navy.mil](mailto:gerald_l_boyd@icpmech.navy.mil)

**Figure Z-3. COE POC Ammunition and Related Items (Cont'd)**

## **AIR FORCE**

### **AF 1-19**

ASC/SY

Bldg #526

2475 K Street, Suite 1

Wright-Patterson AFB OH

45433-7642

DSN: 785-2526 EXT462

Commercial: (937) 255-2526 EXT 462

### **AF 20-29**

SMC/AXL

160 Skynet, Suite 1270

Los Angeles AFB CA 90245-4863

DSN: 833-1729/5467

Commercial: (310) 363-1729/5467

### **AF 51-60**

ASC/VXYC

102 West D Avenue, Suite 168

Eglin AFB FL 32542-6807

DSN: 872-3978

Commercial: (904) 882-3978

### **AF 226-250**

72 ABW/LGTP

7516 Sentry Blvd, Suite 201

Tinker AFB OK 73145-8912

DSN: 339-3544

Commercial: (405) 739-3544

### **AF 251-300**

75 ABW/LGTP

7530 Utility Drive

Hill AFB UT 84056-5306

DSN: 777-8836/8837

Commercial: (801) 777-8836/8837

### **AF 301-325**

76 ABW/LGTP

401 Wilson Blvd

Kelly AFB TX 78241-5340

DSN: 945-3925

Commercial: (210) 925-3925

### **AF 326-375**

77ABW/LGTP

1961 Idzorek St

McClellan AFB CA 95662-1620

DSN: 633-4671

Commercial: (916) 643-4671

### **AF 376-400**

78 ABW/LGTP

455 Byron Street, Suite 465

Robins AFB GA 31098-1860

DSN: 468-3259

Commercial: (912) 926-3259

**Figure Z-3. COE POC Ammunition and Related Items (Cont'd)**